

# **State Unified Plan**

**Submitted Under Section 501  
of the  
Workforce Investment Act of 1998**

**State of Nevada**

For the period of  
July 1, 2000 through June 30, 2005

## *Nevada's Year of Transition - Executive Summary*

While the development of the Transition Plan was achieved through collaboration with multiple public and private partners, the development of the Youth and Unified Plans brought even more partners through their participation a renewed enthusiasm to the process. Exchanging ideas and concluding universal application of commitment to success of the Nevada Workforce Investment System has measurably strengthened partner relations and broadened the scope of streamlining service provision.

Nevada readily recognizes there are yet many challenges ahead and acknowledges that our progress in the entire process has been enhanced with continuing technical assistance from our Department of Labor partners at Region VI. Their participation in many of our work groups from youth to advisement on performance considerations have kept our effort proactive and forward moving to achieving our vision and goals we committed to in our Transitional Plan.

In our decision to present for review our Unified Plan, we anticipate furthering our out reach effort to increasing partnerships and ensuring our service methodology continuously provides opportunity for identifying and implementing improved customer services. Local Workforce Investment Boards, their chairs, and staff have made significant strides toward their goals. We believe that both state and local effort over the past several months has resulted in greater unification and appreciation of the work that has been done, and that is yet to be completed.

As we begin July 1, 2000 we are confident that our collective experiences of the past and challenges yet to come will be representative of resolve through open communication, trust, and our united commitment to make the Workforce Investment System the first choice for all employers and job seekers in Nevada.

# NEVADA'S STATE UNIFIED PLAN

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# Nevada's State Unified Plan

## A. Vision and Goals

1. Provide the State's comprehensive vision of a workforce investment system, including broad economic, education, training, workforce development and related goals. Describe how the State considered a broad range of issues, such as the needs of public housing residents, in the development of the State's vision and goals. Describe any challenges to achieving your vision, including any economic development, legislative or reorganization initiatives anticipated that could impact on the performance and effectiveness of your State's workforce investment system. Describe how each of the programs included in the plan will contribute to achieving these goals.

**As adopted by the Nevada's State Workforce Investment Board, the primary goal of the Workforce Investment System is to AMake the Workforce Investment System the first choice for all employers and job seekers in Nevada.**

**Workforce services will be delivered to employers and job seeking customers utilizing a One-Stop system consisting of on-line Avirtual® services, community-based affiliate One-Stop sites, and physical One-Stop locations. The One-Stop service delivery system will meet the following objectives:**

- C **Improve the quality of Nevada's workforce to meet the needs of Nevada's employers.**
- C **Enhance the productivity and competitiveness of the State of Nevada.**
- C **Increase the employment retention and profits of employers utilizing the Workforce Investment System.**
- C **Reduce welfare dependency, and increase self-sufficiency.**
- C **Increase occupational skill attainment by job seekers.**
- C **Increase the employment retention and earnings of employees.**
- C **Produce results validated by an effective performance management system that is valued by Nevadans.**

**To compete in Nevada's growing economy, employers are seeking workers with more education, higher skills, and a broader range of behavioral competencies. Individuals must be prepared to reinvent their knowledge base throughout their lifetimes. Nevada's Workforce Investment System must help workers who are struggling to move out of low-wage, low-skill jobs by providing access to continuous education and training in order to advance. The quality of Nevada's workforce must be at a caliber to encourage Nevada's businesses to compete in a changing economy. We recognize that the State's plan must include allowance for regional strategies that can accommodate different economic development needs and opportunities.**

**The economic strategy of Nevada must be to continue to keep pace with the demands of unprecedented job growth as new employers continue to locate in Nevada, and**

**workers continue to move here due to the robust economy. Nevada has been a leader in job growth for many years. As more and more new employers move to Nevada to take advantage of our favorable business conditions, there are many challenges that must be met to provide skilled workers for the jobs that are being created. Nevada's economy has long been based upon the service industry, but growth in other segments requires our educational facilities to prepare a new workforce for the diverse labor market.**

## **B. One-Stop Delivery System**

1. Describe the State's comprehensive vision of an integrated service delivery system, including the role each program incorporated in the unified plan in the delivery of services through that system.

**In 1993, then Governor Miller took a major stride in the development of consolidated workforce services by adopting the recommendations of a citizens= committee chaired by the current Governor, Kenny Guinn. These recommendations resulted in combining a number of primary workforce service agencies into the Department of Employment, Training, and Rehabilitation, Employment Security Division, Labor Market Information services, Vocational Rehabilitation, and the Job Training Partnership Act administrative oversight agency, were all included in this new organizational structure.**

**The consolidation of many of the One-Stop partner agencies into the Department of Employment, Training, and Rehabilitation, which combined funding streams of several workforce programs under one centrally administered entity, has resulted in greater operational efficiency and improved services to customers.**

**Employers will use the system to locate qualified job seekers; upgrade the skills of existing workers; and reduce workforce-related information costs. Individual job seekers will use the system to find and apply for current job openings, assess skill levels and interests; enter education and training programs; identify financial aid resources; and market themselves for future opportunities.**

**Nevada is in the process of developing a One-Stop system of information and service delivery that is customer, not program driven and designed to provide maximum choices in employment, education, training, social service, and other services required by its customers. As of the date of this Plan, four One-Stops, two in the north and two in the south, have been provisionally certified. More than 50 entities have been awarded grants ranging from \$4,400 - \$65,000 to assist in the development of employment and training resource centers. At a minimum, these sites will offer customers access to America=s Job/Talent Bank and other related Internet based sites, Nevada=s Career Information Center, resume writing tools, skills tutorials and other software packages as determined by the needs of their local customers. In total, the grant has assisted in establishing 72 currently operational sites with five pending throughout the state. Refer to Section III - Attachment D - One-Stop Self-Service Satellite Resource Center Sites for a complete list of centers.**

**The State Workforce Investment Board will work closely with local boards all traditional workforce partners that their historical constituencies will be better served under the new workforce investment system which will be driven by the satisfaction of both employer and job seekers.**

**Employers as well as job seeking customers will be able to access a variety of partner services through the One-Stop system to ensure universal access to all services, including, but not limited to: post-secondary educational organizations, secondary educational entities, Vocational Rehabilitation, Employment Security Division, Welfare Division, Welfare-to-Work Services, the Senior Community Employment Service Program, Aging Services, Veterans Employment and Training Service, and other resources.**

**Employer Services will include:**

- C marketing for new or expanding businesses**
- C on-line access to resumes**
- C employment statistics, labor market information, skill standards wage and salary information**
- C electronic filing of unemployment insurance quarterly reports**
- C utilize employer resource centers within the One-Stop centers**

**Jobs posted within the One-Stop network will maximize the employer=s exposure to qualified applicants.**

**Job seekers requiring services may be:**

- C incumbent workers, emerging workers, or workers in transition**
- C faced with one or more barriers to employment**
- C seeking education, training, and employment services to develop a career that matches the needs of the market place and their individual aspirations.**

**Job Seeking Customer services will include:**

- C accessing core services on-line, through affiliate sites, or at full - service One-Stop sites.**
- C access to intensive or training services will access those services through One-Stop operators.**
- C selecting training services from certified providers utilizing available performance criteria.**
- C access to a majority of core services on-line will be available in each One-Stop center=s career resource area, as well as from satellite offices, libraries, Family Resource Centers, etc.**
- C assistance from staff cross-trained to meet their needs**
- C on-line services including: a directory of service providers, common application or self-registration forms, job openings, resumes,**



**career opportunities, education and training requirements for specific occupations, educational and training program provider information, and information on transportation or day care services in their local areas.**

**Nevada continues to concentrate on expanding partner participation statewide to improve its delivery and timeliness of labor market information, develop additional affiliate sites, develop an integrated and collaborative web site which represents all partners and services, and complete the network connectivity between the various sites and partners.**

**Most importantly, Nevada continues to maintain and build on the partnerships with the agencies and businesses involved in the process to ensure the delivery of integrated services. Nevada partners and service providers have already built a strong foundation for the effective implementation of Workforce Investment Act for the continued development of a responsive, effective One-Stop Service Delivery System.**

**To ensure local areas avoid duplication of Wagner-Peyser funded services a provision to this effect will be required for inclusion in memorandums of understanding with state and local partners and service providers.**

**Since 1995, the workforce system has expanded its cooperative and collaborative relationship with Welfare to assist in the job development and placement of welfare recipients. All services that are provided at the One-Stop centers will assist the Welfare-to-Work customer by providing intensive services when and as needed. As the administrative entity for Welfare-to-Work, the Local Workforce Investment Boards will continue to collaborate with Welfare serve customers qualifying for Welfare-to-Work. Priority of services to low income individuals will be provided when resources are limited. Educational opportunities will be offered that are relevant to the employer's needs and the needs of the job applicant. The cooperative efforts of these systems will enhance the ability of the workforce services system to achieve the overall state vision.**

**Nevada has implemented a Telephone Initial Claim centers to handle unemployment insurance claims processed in the State. A center is now open in the Las Vegas area and a legislative request has been made for consideration of the establishment of such a center in the northern part of the state. Until all claims are processed by phone, there will continue to be access to unemployment insurance claims service in each One-Stop center. One-Stop centers will provide telephonic access to unemployment insurance claims filing, as well as clear written and electronic information designed to guide the claimant through the process. All staff will be cross-trained to answer general**

**questions relating to the filing and processing of Unemployment Insurance claims. All other requirements for service under the Wagner-Peyser Act, including labor exchange activities for customers will be provided by merit staff in the One-Stop centers as required. All staff working in these centers will be cross-trained, customer service driven employees who possess knowledge of Wagner-Peyser requirements for the provision of and priorities of service to customers including Veterans, Migrant and Seasonal Farm Workers, Job Corps, and North American Free Trade Agreement/Trade Adjustment Assistance.**

**Employer involvement in and support of the Workforce Services System will be increased as they note the positive results and impacts of services.**

**C Turfism among stakeholders will be reduced and trust will be increased.**

**C Participating agencies and organizations will formally share information and resources between one another to ensure effective partnerships.**

**C Core services funded under Title I will be available to job-seeking customers through on-line Avirtual® centers, community-based affiliate One-Stop sites, and physical One-Stop locations.**

**C One-Stop operators will serve as the access point for job seekers needing intensive and training services.**

**C Continuous staff training will provide cross-trained staff to both employers and job applicants, resulting in a seamless workforce services system.**

**C The satisfaction levels of both employers and job seekers combined with regular collaboration and cooperation among all workforce partners and stakeholders will drive the streamlining efforts.**

**C The ability to offer streamlined services is dependant upon the utilization of the most advanced technological tools. Electronic linkages to workforce services will be available to employer and job-seeking customers through the Internet, community-based One-Stop affiliate sites, and One-Stop centers. Up-to-date information on provider performance, job listings, labor market information, and system access will be available electronically.**



**C. Plan Development and Implementation:**

1. Describe the methods used for joint planning and coordination of the programs and activities included in the unified plan. (WIA 1501(c)(3)(A)) State Consultation with Local Areas in Development of Plan: The authorizing statutes for many of the programs that may be included in a unified plan require that the State plan be developed in consultation with various public and private entities, as well as members of the general public. Some statutes also require formal public hearings. Depending upon the programs that a State chooses to include in its unified plan, it may be possible for the State to satisfy many of these consultation requirements through a single set of processes. For example, both WIA Title I and Perkins III require that the business community be involved in the development of the State plans for these programs. The State may satisfy both of these requirements by involving the business community in the development of a unified plan that includes the two programs. Separate consultations are not necessary.
2. Describe the process used by the State to provide an opportunity for public comment and participation for each of the programs covered in the unified plan.
3. Provide summaries of the consultations with appropriate agencies, groups and individuals in the evaluation, development and implementation of activities included in the plan. This section should describe the types of activities and outcomes that were conducted to meet this requirement. Demonstrate, as appropriate, how comments were considered in the plan development process including specific information on how the various WIA agency and program partners were involved in developing the unified State plan.

**Through the Governor's State Workforce Investment Board, several committees were created to ensure participation and input from Local Workforce Investment Board members, businesses, service providers, and community-based organizations. Each committee was chaired by a State Workforce Investment Board member and tasked to develop various components of the plan to ensure all relevant and pertinent views were represented. The committees met separately for several months before coming together for review, discussion and final determination of the elements they would present to the State Workforce Investment Board for final approval.**

**In addition to receiving input from those who participated in the plan development as described above, public forums were held in Reno, Carson City, Elko, and Las Vegas. These forums provided opportunities for small and large business representatives, State Board members, labor organizations, elected officials, potential partners, and other interested parties to review and comment on the Nevada's Workforce Investment System.**

**Because Nevada=s plan development process was inclusive of interested partners from the beginning of the planning efforts, the plan represents their coordinated perspective of all who participated, including the following interested partners:**

- C Employers- The Plan reflects the vision communicated by employers that the workforce services systems reflect the employer as the primary customer.**
- C Local Boards/Local Elected Officials- The Plan reflects a commitment to maximizing local control by increasing the flexibility of service design that will meet locally-defined needs in a locally-prescribed manner.**
- C Veteran=s Groups- The Plan reflects a commitment by Nevada to continue to provide priority services to veterans.**
- C Welfare recipients, individuals with disabilities, older workers, and others with multiple barriers to employment: The Plan reflects a commitment to individualized service to meeting the need of special participant populations and reflects a priority for services that supports that commitment.**
- C Secondary and Higher Education Representatives: The Plan incorporates strategies to increase literacy, increase the quality of services to youth, and encourages post-secondary training service providers to be a part of the workforce services system.**

**(Section III - Attachments F. Unified State Plan Workforce Group and Workgroup Membership List(s)) represents a summary of the involvement and coordination of business, labor, One-Stop partners, Local Boards, service providers, Local Elected Officials, and other interested parties:**

- C taskforce membership**
- C workgroup membership**
- C attendance records**
- C planning meeting dates**

**D. Needs Assessment:**

1. Describe the educational and job-training needs of individuals in the overall State population and of relevant subgroups of all the programs included in the unified plan. Many of the programs that may be included in a unified plan require a needs assessment. State agencies should fulfill these assessment responsibilities collaboratively or, at a minimum, create a planning process that promotes the sharing of needs assessment information among all agencies involved in preparing the unified plan. Sharing of assessment data can create a framework for the coordinated and integrated services that are to be provided through the One- Stop delivery system. The State may organize the presentation of assessment data in its unified plan in a manner it deems most appropriate and useful for planning, such as on a program-by- program basis, by geographic region, or by special population.

**Nevada=s Workforce Investment System will continue to serve a diverse population of job-seeking customers including those who are job ready and those requiring intensive and training services to become employable. In addition to general strategies for serving certain targeted populations as outlined in Section I of this plan, each individual will receive services that are based upon their individual needs by cross trained One-Stop center staff.**

**All customers requiring assessment services or services beyond self-service are able to receive a complete assessment of their individual needs including basic/occupational, aptitude/ attitude levels, support services as required, etc. Customers who have special requirements will be accommodated to ensure an appropriate level of service is provided. The chart below details the main customer groups to be served including a general strategy for each group: Section I of this plan contains specific strategies related to these groups to be served under Nevada=s workforce system.**

<b>Customer Group</b>	<b>The Workforce Investment System will provide :</b>
<b>Customers with low incomes</b>	<b>Gainful employment with opportunities for career advancement</b>
<b>Customer with multiple barriers to employment</b>	<b>Support services that address employment barriers</b>
<b>Dislocated Workers</b>	<b>Re-training for current market demands</b>
<b>Displaced Homemakers</b>	<b>Services that support re-entry into the workforce</b>
<b>Migrant and Seasonal Farm workers</b>	<b>Off-season employment and skills training</b>
<b>Minorities</b>	<b>Equal treatment; Cross-trained staff sensitive to Group Needs; Accessibility to Services</b>
<b>Veterans</b>	<b>Access to priority services</b>

All services will be provided in a manner assuring compliance with the non-discrimination and Equal Opportunity provisions of the Workforce Investment Act, Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, the Age Discrimination Act, Title IX of the Education Act, and the Nontraditional Employment for Women Act. As a result of the a Federal Register, 29 CFR Part 37 dated November 12, 1999, being published, the State Workforce Investment Board is in the process of reviewing revised Workforce Investment Act State Compliance Policies covering the equal opportunity provisions under Workforce Investment Act to ensure they have covered the nondiscriminating and equal opportunity provisions as required under Workforce Investment Act.

2. Describe the key trends that are expected to shape the economic environment of the State during the next five years. Which industries and occupations are expected to grow? Which will contract? What are the workforce and economic development needs of the State? Identify the implications of these trends in terms of overall availability of current and projected employment opportunities by occupation, and for each of your customer segments, the job skills necessary in key occupations.

Also describe how the program services provided relate to State and regional occupational opportunities. (Workforce Investment Act 1112(b)(4) and Perkins 1122(c)(15))

- C **The partners of the Nevada-s Workforce Investment System recognizes employers statewide are experiencing labor shortages in a variety of industries to including: manufacturing, health services, business services and the hotel and gaming industry.**
- C **Focus groups including employers and the representatives of the Economic Development Authorities, Department of Education and the Department of Employment, Training and Rehabilitation have met to address these labor shortages issues.**
- C **Each respective agency is now aware of the ir partner-s goals and are working together to achieve mutual goals to ensure the needs of both employers and job seekers are being met.**

Employer customer groups require services to increase the skill level of the employees which may include technology enhancements and/or individualized incumbent worker training. In addition, employers require access to workforce information, economic data, recruitment, and retention services.

The following chart details the needs of the various job seeker groups being served under the Workforce Investment Act.

<b>Job Seeker Groups</b>	<b>Basic Skill Needs</b>	<b>Enhanced Skill Needs</b>	<b>Individualized Skill Needs</b>
<b>Customer with Multiple Barriers to Employment</b>	<b>X</b>		
<b>Dislocated Workers</b>		<b>X</b>	<b>X</b>
<b>Displaced Homemakers</b>	<b>X</b>	<b>X</b>	
<b>Incumbent Workers</b>		<b>X</b>	<b>X</b>
<b>Migrant and Seasonal Farmworkers</b>	<b>X</b>		
<b>Minorities</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Native Americans</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>New Residents</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Older Workers</b>		<b>X</b>	<b>X</b>
<b>Persons with Disabilities</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Professional and Skilled Workers</b>		<b>X</b>	<b>X</b>
<b>Public Assistance Recipients</b>	<b>X</b>		
<b>Veterans</b>		<b>X</b>	<b>X</b>
<b>Youth</b>	<b>X</b>	<b>X</b>	

In Nevada, labor market trends are tracked for each region and local area, taking into consideration unique job seeker and employer requirements. Local Workforce Investment Boards will provide guidance and direction to ensure that local needs are met through the One-Stop service providers. As a result training programs are developed based upon local labor market trends and the availability of job seekers and/or opportunities in that labor market. For example, NevadaWorks has worked closely with the community college system in developing short term courses to meet the needs of employers, particularly in the rural communities. Connections between educational facilities, employer groups, and labor market information, have resulted in services that are tailored to the regional and/or local conditions..

The Department of Employment, Training and Rehabilitation , Research and Analysis Bureau has compiled data on an industrial labor projection through 2006 Nevada=s Fastest Growing Occupations from 1996 to 2006. (Refer to Section III - Attachment - H. Nevada Occupational Employment & Projections 1996 - 2006)

In addition, both job seekers and employers are able to access statewide



**and regional labor market information on the Department of Employment,  
Training and Rehabilitation web site.**

**E. State and Local Governance:**

1. What is the organization, structure and role/function of each State and local entity that will govern the activities of the unified plan?

**Under direction from the Governor and the State Workforce Investment Board, Nevada's Department of Employment, Training and Rehabilitation is responsible for ensuring that the Statewide Workforce Investment System is in compliance with federal law and regulations and Workforce Investment Act State Compliance Policies. An integral part of these oversight responsibilities, the Department of Employment, Training and Rehabilitation provides technical assistance to participating entities, as appropriate.**

**In addition to statewide system oversight and provision of technical assistance, the Department of Employment, Training and Rehabilitation also provides services under the following programs:**

- C **Wagner-Peyser Act**
- C **Vocational Rehabilitation**
- C **Unemployment Insurance**
- C **Veterans Programs**
- C **Rapid Response**
- C **Trade Adjustment Act (TAA)/North American Free Trade Act (NAFTA)**
- C **Trade Readjustment Allowance (TRA)**
- C **Migrant and Seasonal Farm worker**
- C **Title I and Welfare-to-Work programmatic oversight**

**These services as well as partner activities identified under Workforce Investment Act are coordinated through the local One-Stop system designed and overseen jointly by local chief elected official consortiums and local workforce investment boards. These Boards and consortiums also contract with and oversee the activities of one-stop operator(s) and services providers for local adult, youth, and dislocated worker services.**

- D) describe the State Workforce Investment Board, or the authorized alternative entity including a description of the manner in which the Board collaborated on the State plan. (WIA 1112(b)(1) and 1111(e))

**The Board consists of thirty-five (35) members appointed by the Governor representing: business, industry, labor, private citizens, community-based organizations, local elected officials, and government agencies from the city, county, and state level**

**Refer to Section III - Attachments - F. Unified State Plan Workforce Group and Workgroup Membership List(s).**

**The organizations or entities which are represented on the Governor=s Workforce Investment Board are as follows:**

- C **State Assembly person-Southern Nevada**
- C **Nevada=s Minority Citizens**
- C **Southern Nevada Private Industry Council/Local Workforce Investment Board**
- C **State Assembly person-Northern Nevada**
- C **Chief of Staff-Governor=s Office**
- C **Department of Human Resources (representing Welfare Division and Aging Services Division)**
- C **Northern Nevada Job Training Board**
- C **Nevada League of Cities**
- C **Gaming Industry**
- C **Housing and Urban Development**
- C **United Way of Northern Nevada/Community Based Organization**
- C **State Board of Education**
- C **Nevada Department of Education**
- C **Department of Employment, Training, & Rehabilitation (representing Vocational Rehabilitation and Employment Security Division which is inclusive of Wagner-Peyser and Unemployment Insurance partners)**
- C **University and Community College System**
- C **Private Citizen and Small Business**
- C **Small Business and Senior Citizens**
- C **Nevada=s Single Parent=s Program**
- C **State Senate-Northern Nevada**
- C **Safe and Drug Free Schools**
- C **Northern Nevada Private Industry Council/Local Workforce Investment Board**
- C **Manufacturing Industry**
- C **Chambers of Commerce**
- C **Nevada=s Teachers**
- C **State Senate-Southern Nevada**
- C **Business and School-to-Work**
- C **Business and Youth and Juvenile Justice**
- C **Mining Industry**
- C **Commission on Economic Development**
- C **Nevada Association of School Boards**
- C **Nevada=s Labor Unions**

- C Mining Industry
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- C Nevada Association of School Boards
- C Nevada=s Labor Unions

**Although not a member of the State Workforce Investment Board, a Department of Housing and Urban Development representative participated as a member of the Plan taskforce. Continued Housing and Urban Development involvement with the activities of the State Board will be at the committee level, as appointed by the Chair.**

- ii) describe the State-imposed requirements for the statewide workforce investment system. (1112(b)(2))

**The State Workforce Investment Board has developed Workforce Investment Act State Compliance Policies to provide guidance and to ensure compliance with federal and state law and regulations. They provide a framework for Local Boards and other participating entities in designing the local components and services provided in the statewide workforce investment system. These policies are referred in Section III - Attachments - E. Workforce Investment Act State Compliance Policies)**

- iii) identify the local areas designated in the State and include a description of the process used for the designation of such areas. (1112(b)(5))

**The Governor designated the two existing Service Delivery Areas under Job Training Partnership Act as the local workforce investment areas under the Workforce Investment Act. The Governor received and approved requests from both Private Industry Councils in Nevada for temporary two-year designation as Local Workforce Investment Boards. Local Elected Officials in each of the local areas must complete Board appointments according to the criteria in Workforce Investment Act State Compliance Policy 1.1 Establishing Local Workforce Investment Boards (Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policies).**

**The northern area includes Washoe, Storey, Carson, Douglas, Lyon, Mineral, Churchill, Pershing, Humboldt, Lander, Elko, Eureka and White Pine Counties. The southern area includes Esmeralda, Nye, Lincoln, and Clark Counties. Each of these areas contain one of Nevada's two current areas of urban concentration with the northern area encompassing the cities of Reno, Sparks, and Carson City while the southern area contains the cities of Las Vegas, North Las Vegas, Boulder City, and Henderson.**

**In addition the following was taken into consideration during the designation process. Labor market trends such as transportation, economic expansion, industry development, and employment opportunities. Service areas of educational institutions and vocational programs.**

iv) describe the appeals process referred to in 1116(a)(5). (1112(b)(15))

**A petitioner for local area designation may appeal the action of the State Workforce Investment Board or the Governor by requesting an independent review. Such a request must be in writing from the local chief elected official(s) to the Governor within 30 days of the date of denial and must include factors the petitioner deems necessary be considered in the review. Upon request by the Governor, the State Workforce Investment Board will appoint an independent review committee composed of parties without interest in the outcome. The committee will make a recommendation to the Governor regarding the appeal within 60 days from the beginning of the review. The Governor will issue a final decision on designation.**

v) identify the criteria the State has established to be used by the chief elected officials in the local areas for the appointment of local Board members and establishment of youth councils based on the requirements of 1117. (WIA 1112(b)(6))

**Workforce Investment Act State Compliance Policy 1.1 A Establishing Local Workforce Investment Boards®, (Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policies) contains criteria developed by the State Workforce Investment Board for use by the chief official(s) for the appointment of local Board members and youth councils.**

vi) identify the circumstances which constitute a conflict of interest for any State or State Board and Local Boards member, including voting on any matter regarding the provision of service by that member or the entity that s/he represents, and any matter that would provide a financial benefit to that member or his or her immediate family. (1112(b)(13))

**Nevada Revised Statute ' 281.421 and ' 281.481-581 defines a Code of Ethical Standards for all public officers and employees in the State of Nevada to include all governing organizations and agencies within the State. These standards prohibit public officers from using their position Ato secure or grant unwarranted privileges, preference, exemptions or advantages for himself, any member of his household, any business entity**

in which he [or she] has a significant pecuniary interest, or any other person [NRS 281.481 (2)]. Additionally, this law states that, "A public officer or employee shall not participate as an agent of government in the negotiation or execution of a contract between the government and any private business in which he has a significant pecuniary interest" [NRS 281.481 (3)]. (Refer to Section III - Attachments - I. Nevada Revised Statutes). Upon advice from the Nevada Attorney General's office to the Department of Employment, Training, and Rehabilitation, "governing organizations" as referenced in the cited conflict of interest statute includes all entities acting in an official capacity. Under this definition, both State and Local Board members are subject to the provision.

vii) describe the procedures the local boards will use to identify eligible providers of training services for the Adult and Dislocated worker programs (other than on-the-job training or customized training) (112(b)(17)(A)(iii))

**Workforce Investment Act State Compliance Policy 1.12 A Selection of Training Service Providers**, (Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policies) contains procedures developed by the State Workforce Investment Board for use by local boards in identifying eligible providers of training services.

viii) describe how the locally operated ITA system will be managed in the State to maximize usage, select services providers, and improve the performance information on training providers. (112(b)(14), 112(b)(17)(A)(iii))

**Workforce Investment Act State Compliance Policy 1.9 A Individual Training Accounts**, (Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policies) contains procedures developed by the State Workforce Investment Board for the utilization of individual training accounts. These policies provide a framework for managing Individual Training Accounts which requires their use unless a waiver is granted. It also requires that customers select a course of training from approved training providers based upon performance information available in the One-Stop system (Refer to Section III - E. Workforce Investment Act State Compliance Policy 1.12 A Selection of Training Service Providers for a description of training provider performance information to be provided).

ix) identify the criteria to be used by local boards in awarding grants for youth activities, including criteria that the Governor and local boards will use to identify effective and ineffective youth activities and providers of such activities. (112(b)(18)(B))

**Each Local Workforce Investment Board must develop a competitive process to solicit eligible providers or services under the Workforce Investment Act in accordance with federal and State statutes.**

**Local Workforce Investment Boards are encouraged to keep in mind that one of the primary focuses of youth programming is to encourage youth to consider long term academic study in conjunction with occupational learning opportunities. Local Workforce Investment Boards must select youth service providers who:**

- 1. Provide assistance to youth in achieving academic and employment success by improving education and skills competencies, and by providing effective connections to employers;**
- 2. Ensure ongoing mentoring opportunities for eligible youth with adults committed to providing such opportunities;**
- 3. Provide opportunities for training to eligible youth;**
- 4. Provide continued supportive services for eligible youth;**
- 5. Provide incentives for recognition and achievement to eligible youth; and**
- 6. Provide opportunities for eligible youth in activities related to leadership development, decision-making, citizenship and community service.**

**Local Workforce Investment Boards shall fund programs that:**

- C Provide an objective assessment of academic levels, skills levels, and service needs of each participant which must include a review of basic skills, occupational skills, prior work experience, employability interests, aptitudes, supportive service needs and developmental needs. A new assessment of a participant will not be required if the provider carrying out the program determines that it is appropriate to use a recent assessment of the participant conducted under the program (e.g., an individualized education program).**
- C Develop a service strategy for each participant that identifies an employment goal, appropriate achievement objectives, and appropriate services for the participant, taking into account the assessment described above.**

- C Provide preparation for postsecondary education opportunities in appropriate cases, strong linkages between academic and occupational training, preparation for unsubsidized employment opportunities, and effective connections to intermediaries with strong links to the job market and local and regional employers.

### **Program Elements**

Each Local Workforce Investment Board must ensure that all of the required elements are available to youth through eligible providers who may provide one or more of the following:

- C Tutoring, study skills training, and instruction leading to the completion of secondary school including dropout prevention strategies;
- C Alternative secondary school services;
- C Summer employment opportunities directly linked to academic and occupational learning;
- C Paid and unpaid work experiences, including internships and job shadowing;
- C Occupational skills training;
- C Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, etc.;
- C Supportive services;
- C Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
- C Follow-up services for all participants for a minimum duration of 12-months; and
- C Comprehensive guidance and counseling.

### **Additional Requirements:**

In addition to the above program requirements, Local Workforce Investment Boards must ensure that each participant or applicant who meets the minimum income criteria be provided:

- C Information on the full array of applicable and appropriate services available through the Local Workforce Investment Board, other eligible providers or One-Stop partners; and
- C Referral to the appropriate training and educational programs that have the capacity to serve the participants either on a sequential or concurrent basis.



**The Local Workforce Investment Board must also ensure that parents, participants, and other members of the community with experience relating to programs for youth are involved in the design and implementation of the program.**

**At a minimum, 30 percent of the funds at the local must be used to provide youth activities to out-of-school youth.**

**In addition, up to five (5) percent of participants served in a local area may be non-low income if they experience one or more specified barriers to school completion or employment:**

- C High school dropouts;**
- C Individuals with educational obtainment that is one or more grade levels below the grade level appropriate to the age of the individuals;**
- C Individuals who are pregnant or parenting;**
- C Individuals with disabilities, including learning disabilities;**
- C Individuals who are homeless or runaway youth;**
- C Individuals who are offenders; and**
- C Other eligible youth that face serious barriers to employment.**

**In selecting a service provider(s) for youth programs, Local Workforce Investment Boards will be required to establish criteria and a rating system to determine programs which are comprehensive, coordinated, cooperative and provide the maximum potential for youth to achieve an environment which encourages life long learning and employability. Local Workforce Investment Boards will provide training and technical assistance as part of the request for proposal process to ensure potential providers have a clear understanding for the expectation of the Local Workforce Investment Board/Youth Council.**

- x) describe the processes that will be used at the State level to award grants and contracts for activities under Title I of Workforce Investment Act. (1112(b)(16))**

**The State has detailed procurement policies for State agencies and entities receiving federal pass-through funds. These policies are compliant with federal Office of Management and Budget Circulars and Nevada Revised Statute Titles 27, Chapters 332, 333 and State Administrative Manual (SAM), Chapter 1500 - Purchasing and provide specific criteria that must be met for awarding grants and contracts utilizing competitive and non-competitive procurement methods (Workforce Investment Act State**

**Compliance Policy 3.9 A Procurement), (Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policies).**

**Competitive proposals require that potential bidders be notified through public advertisement and upon request a proposal package will be sent to interested parties. Bidders must be provided with a Request for Proposal that contains a clear and accurate description of the technical requirements for the material, product or service to be procured. Requests for Proposals must identify all requirements which the offerers must fulfill as well as all other factors to be used in evaluating the bids or proposals.**

**Non-competitive procurement may only be used when the award of a contract is not feasible under small purchase procedures, sealed bid or competitive proposals and one of the following circumstances apply:**

- C The item or service is available only from one single source**
- C The public exigency or emergency need for the item or service does not permit a delay resulting from the competitive process**
- C After solicitation of a number of sources, the response to a competitive bid is considered inadequate.**

**xi) include a description of the process by which State and Local Boards were created.**

**The Executive Order by the Governor, issued on September 1, 1996, which established the Governor's Workforce Development Board, was amended on October 22, 1998. The amended order renames the body formerly known as the Governor's Workforce Development Board to the Governor's Workforce Investment Board and redefines the role and responsibilities to conform with the Workforce Investment Act of 1998, Public Law #105-220. The State Workforce Investment Board consists of thirty-five (35) members appointed by the Governor, representing business, industry, labor, private citizens, community-based organizations, local elected officials, and government agencies from the city, county, and state level.**

**With the provision of technical assistance by the State, chief elected officials recruited and appointed State Workforce Investment Board members that reflected local area demographics and constituent groups, and that were in compliance with the local board membership requirements detailed in Workforce Investment Act State Compliance Policy and Workforce Investment Act Regulation. Under Workforce Investment Act State Compliance Policy, chief elected officials in both the Northern and Southern Workforce Investment Areas must submit Board composition**

**details to the Governor in order to be considered for certification (Workforce Investment Act State Compliance Policy 1.6 A Establishing Local Workforce Investment Boards®, (Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policies)**

**F. Funding**

1. What criteria will the State use, subject to each program's authorizing law, to allocate funds for each of the programs included in the unified plan? Describe how the State will use funds the State receives to leverage other Federal, State, local, and private resources, in order to maximize the effectiveness of such resources, and to expand the participation of business, employees, and individuals in the statewide workforce investment system. (WIA 1112(b)(10))

In answering the above question, if your unified plan includes:

a) WIA Title I and Wagner-Peyser Act and/or Veterans Programs:

- I) describe the methods and factors the State will use in distributing funds to local areas for youth activities and adult employment and training activities under sections 128 (b)(3)(B) and 133(b)(3)(B), including a description of how the individuals and entities represented on the State board were involved in determining such methods and factors of distribution and how the State consulted with chief elected officials in local areas throughout the State in determining such distributions. (1112(b)(12)(A))

**The Governor and the State Workforce Investment Board in consultation with the chief elected officials from each local area who serve on the State Workforce Investment Board elected to use the formula method of allocating funds according to Sections 128, 133 and ' 667.130(c). The allocation formula was approved at the SWIB meeting held on February 28, 2000.**

ALLOCATION FACTOR	WEIGHT ASSIGNED IN FORMULA	DATA SOURCE(S) AND TIME PERIOD
<b>Title II: Economically Disadvantaged</b>	33.33%	Department of Employment, Training and Rehabilitation /Research & Analysis - Disadvantaged Population - Annual Planning Report dated 1/98
<b>Average Numbers Unemployed</b>	33.33%	Employment Security Research Statistics - Database 10/96 - 9/97
<b>Average Numbers Unemployed in excess of 4.5%</b>	33.33%	Employment Security Division Report - Unemployment by county over 4.5% - 12 month average - 1997
<b>Total Title II:</b>	<b>100%</b>	

ALLOCATION FACTOR	WEIGHT ASSIGNED IN FORMULA	DATA SOURCE(S) AND TIME PERIOD
<b>Title III: Insured Unemployed</b>	<b>20 %</b>	<b>Employment Security Division - EM 252-R-1 July, 1996 through June, 1999</b>
<b>Unemployment Concentration</b>	<b>0%</b>	<b>Employment Security Division - Unemployment by County over 4.5% -12 months average - 1999</b>
<b>Plant Closure Mass Layoff (PCMLO)</b>	<b>30%</b>	<b>Employment Security Division Plant Closure Mass Layoff Report for 1999</b>
<b>Declining Industries</b>	<b>0%</b>	<b>Department of Employment, Training &amp; Rehabilitation /Research &amp;Analysis - Established Based Industrial Employment Monthly Report dated January, 1999</b>
<b>Farmer/Rancher Hardship</b>	<b>15%</b>	<b>Federal Housing Administration Delinquent Farm Ranch Loans as of 12/1/99</b>
<b>Long Term Unemployed</b>	<b>35%</b>	<b>Employment Security Division EM252-R-1 July , 1998- June 1999</b>
<b>Total Title III:</b>	<b>100%</b>	

- ii) describe the formula prescribed by the Governor for the allocation of funds to local areas for dislocated workers in Employment and Training activities. (1112(b)(12)(C))

**The Governor and the State Workforce Investment Board in consultation with the chief elected officials from each local area who serve on the State Workforce Investment Board choose to use the following data outlined in Section 133 (b)(2)(A)(I) and ' 667.130(e).**

- C **insured unemployment data**
- C **unemployment concentrations**
- C **plant closings and mass layoff data**
- C **declining industries data**
- C **farmer-rancher economic hardship data and**
- C **long term unemployment data.**

- iii) describe, in detail, the plans required under Section 8 of the Wagner-Peyser

Act which will be carried out by the State. (1112(7))

**As Nevada continues to move toward a fully integrated and seamless One-Stop system, the Employment Security Division will continue to provide labor exchange services meeting the requirements of Part 652.3 of the Wagner-Peyser Act regulations which state the following:**

*At a minimum, each State shall administer a labor exchange program which has the capacity:*

*(a) To assist job seekers in finding employment;*

*(b) To assist employers in filling jobs;*

*8 To facilitate the match between job seekers and employers;*

*(d) To participate in a system for clearing labor between the States, including the use of standardized classification systems issued by the Secretary . . . ; and*

*(e) To meet the work test requirements of the State unemployment compensation system.*

**All of the state=s Employment Security Division local Job Service Offices have been integrated with other employment, training, and educational partners. For this reason, the offices have been re-named AState of Nevada=s Job Link® to encompass the identity of these other partners and services and to assist in re-engineering the manner in which public labor exchange services are provided within the state. Customers may now access Nevada=s Job Bank or America=s Job Bank through Internet resource available in each office or directly through their own home computer.**

**Job Link offices are being designed to be more Acustomer focused® and information and services are made more easily accessible (i.e., Unemployment Insurance, Telephone Claims Center, Employment Security, self-registration, America=s Job/Talent Banks). Each office is staff by employment specialists who are trained to provide technical assistance to facilitate job seekers looking for employment or employers placing job orders. In addition, Job Link staff are cross-trained in all program areas in order to have the ability to provide priority of service to veterans and Migrant Seasonal Farm Worker=s and specialized services to youth, persons with disabilities, and other special population groups.**

- iv) describe the guidelines, if any, the State has established for Local Boards regarding priority when adult funds have been determined to be limited. (1112(b)(17(A)(iv) and 134(d)(4)(E))

**Workforce Investment Act State Compliance Policy Section 1.7 (refer to Section III - Attachments E. Workforce Investment Act State Compliance Policies for additional information) allows the Local Workforce Investment Boards to make a determination that when funds allocated to their areas are limited, necessitating the prioritization of intensive and training services. Information regarding service levels and prioritized services shall be submitted as part of the Local Workforce Area Plans.**

**This policy also provides guidance to the local areas regarding eligibility for priority of services including recipients of public assistance or low income individuals, etc.**

**Public assistance recipients and other individuals with low incomes will receive the highest priority for receipt of intensive and training services when other resources are not available. Local boards may adopt additional service criteria specific to their local area.**

**This criteria will be evaluated and compared to customer need and satisfaction measures and can be modified by the Local Workforce Investment Board and State Workforce Investment Board approval, as needed.**

- v) Specify how the State will use the 10 percent Wagner-Peyser Act funds allotted to it under section 7(b) in accordance with the three provisions of allowable activities: performance incentives; services for groups with special needs; and extra costs of exemplary service delivery models. (1112(b)(7) and 20 CFR 652.204)

**Wagner-Peyser 10% funds currently augment the capacity of the Employment Service to meet its responsibility to function as a statewide labor exchange. Future leveraging of Wagner-Peyser funds with other federal and state resources will be utilized to assure the capacity of the Employment Service to provide necessary service to employers and job seekers by moving toward a more technological approach to providing these services.**

**Employment services will be provided to Migrant and Seasonal Farm Workers in accordance with federal regulations 20 CFR Part 653, Subpart B. The Nevada Employment Service and the Center for Employment Training (402 Grantee) is committed to ensuring continuous equity of services to Migrant and Seasonal**

**Farm Workers as the Workforce Development and One-Stop systems are planned and implemented. Information is and will be readily available to all customers in a One-Stop center which identifies the State Monitor Advocate, the address, and phone number. Additional electronic and written information will also be available to the customer which identified the services which are provided by other service providers, such as the Center for Employment Training. The State Monitor Advocate and the 402 Grantee have also be involved in the design and development of the One-Stop Center system its functions, and its physical specifications.**



**G. Activities to be Funded:**

1. For each of the programs in your unified plan, provide a general description of the activities the State will pursue using the relevant funding.

In answering the above question, if your unified plan includes:

a) WIA Title I and Wagner-Peyser Act and/or Veterans Programs:

- D) describe how Wagner-Peyser Act funds will provide a statewide capacity for a three-tiered labor exchange service strategy that includes:

- (1) self-service;
- (2) facilitated self-help service; and
- (3) staff-assisted service.

**Wagner-Peyser Act funds which serve as the platform for the overall service system in the One-Stop center will be coordinated with Title I Workforce Investment services to assure the adequacy of the labor exchange to provide basic employment-related services. The objective of the expanded Employment Service capacity is to provide seamless and effective services to both employer and job seeker customers.**

**The following will be available to all customers who access information at a One-Stop center:**

- C complete descriptions of all programs;
- C eligibility information on all available programs; and
- C either the ability to complete an application or to obtain an appointment for application with the appropriate partner/service provider.

**Information will be available through a variety of media including:**

- C printed materials;
- C personal computers with electronic connections to employment, training, and educational Internet sites; and
- C resume-writing, tutorial, or career exploration software.

**Group orientations will be conducted to provide the customer with a brief overview of available services and how to access the services through the system.**

**In addition direct one-to-one assistance will also be available for those customers as needed. The primary goal of the center staff is to ensure every customer leaves clearly knowing what's the next step and options available to them.**

ii) describe how your State will ensure that veterans receive priority in the One-Stop system for labor exchange services by Wagner-Peyser and DVOP/LVER staff members.

**State labor exchange programs in collaboration with the Veterans= Employment and Training Service continue to be the primary source of information and services to Nevada=s veterans. All services to veterans and eligible persons will be provided in accordance with veterans= priority of service legislation under the Wagner-Peyser Act, the Code of Federal Regulations, U.S.C. Title 38, and Disabled Veteran=s Outreach Program/Local Veteran=s Employment Program grant provisions.**

**Performance and reporting requirements on the character, quality, and quantity of services provided to veterans will be established in accordance with those prescribed by Title 38, U.S.C., Chapter 41 and section 112(b)(8)(B) of the Workforce Investment Act.**

**Refer to Section II - Elements of the Plan - I. Special Populations *and* Other Groups for information relating to service strategies for veterans.**

iii) describe the types of employment and training activities that will be carried out with the adult and dislocated worker funds received by the State through the allotments under Section 132. How will the State maximize customer choice in the selection of training activities? (1112(b)(17)(A)(I))

**Core services will be available to all individuals through One-Stop and affiliates sites located throughout the local areas. The Local Workforce Investment Boards will tailor core services available at each site to the needs of the local areas.**

**Intensive services may be provided to adults and dislocated workers who are unemployed and are unable to obtain employment as a result of core services. Minimum core service levels for individuals to be eligible for intensive services will be established by the Local Workforce Investment Boards. Any additional eligibility criteria for eligibility to receive intensive services will be established by the Local Workforce Investment Boards.**

**Individuals who have met the eligibility requirements for intensive services and are unable to obtain or retain employment as a result of receiving intensive services may receive training services consistent with the criteria established by Local Workforce Investment Boards. Additional criteria for eligibility to receive training services may be established by the Local Workforce Investment Boards.**

**Employment and training services will be offered to customers based on**

**informed individual choice whether receiving core, intensive, or training services. Those seeking core services may select any combination of core services that the individual determines will best meet their needs. Customers eligible for intensive services will work closely with the One-Stop operator to individually tailor services that will meet their employment goals, while those customers eligible for training services use individual training account funds to select providers whose services and reported performance meet their needs except for on-the-job or customized training activities.**

**Refer to WIA State Compliance Policy 1.8 - Core, Intensive and Training for additional information relating to services for adults & workers.**

iv) define the sixth youth eligibility criterion at 1101(13)(C)(vi), if this responsibility was not delegated to local Boards. (1112(b)(18)(A))

**This responsibility has been delegated to the Local Boards and Youth Councils.**

v) describe the assistance available to employers and dislocated workers, particularly how your State determines what assistance is required based on the type of lay-off, and the early intervention strategies to ensure that dislocated workers who need intensive or training services (including those individuals with multiple barriers to employment and training) are identified as early as possible. Additionally, identify the State dislocated worker unit which will be responsible for carrying out the rapid response activities. (1112(b)(17)(A)(ii))

**The Department of Employment, Training and Rehabilitation has an established Rapid Response Team currently comprised of individuals from Local Workforce Investment Boards, Dislocated Worker service providers, organized labor, and the Employment Security Division. The Rapid Response coordinator receives the WARN notifications and coordinates the services and activities depending on local needs.**

**Local Workforce Investment Boards will be involved in the Rapid Response efforts to identify services that should be provided to the employers and employees in the local areas. The Local Workforce Investment Board will provide direction to the team concerning the members of the Rapid Response Team and the type of presentation to be presented, depending on the circumstances of the lay-off.**

**Upon notification of a layoff or potential layoff, the Rapid Response Team is charged with the assessment of service needs of the employer and dislocated workers. The team will evaluate specific needs of the employers**

**and employees, available resources, potential economic impact, as well as identify any potential service providers. When appropriate, specialized services are incorporated into the Rapid Response presentations.**

**Activities can be conducted on site or at other locations within the area, depending on the needs of the community. Rural and Urban presentations will differ based upon local employment trends. Information may be disseminated through verbal presentations, mail-outs, pamphlets, and Internet access and will provide effected employees with the knowledge and means to access the workforce service system.**

vi) describe your State's strategy for providing comprehensive services to eligible youth, including any coordination with foster care, education, welfare and other relevant resources. (1112(b)(18))

vii) describe the strategies to assist youth who have special needs or significant barriers to employment, including those who are deficient in basic literacy skills, school drop-outs, offenders, pregnant, parenting, homeless, foster children, runaways or have disabilities. (1112(b)(18))viii) describe how coordination with Job Corps, youth opportunity grants, and other youth programs will occur. (1112(b)(18))

**Local Workforce Investment Boards shall identify and contract, on a competitive basis, with eligible providers of youth activities based on recommendations of the Youth Councils. During the program year 1999-2000, Youth Councils will be established by the Local Workforce Investment Boards who will be responsible for the development of local criteria to identify effective youth activities and providers. In addition, they will oversee the investment of funds aimed specifically for Aat-risk youth® and ensure information regarding youth activities is made available to the public on a regular basis.**

**C Nevada recognizes the need to identify eligible youth, assess their needs and make available a menu of services. The Youth Councils will provide information on comprehensive services for youth, including a strategy to eliminate duplication of services and to target appropriate funding sources for these services.**

**C Building alliances between the social service agencies and educational institutions is critical in serving the youth of Nevada. Through memorandums of understanding outlining common areas and eliminating complicated forms and duplicated information, we plan to streamline the application and referral processes for eligible youth. These memorandums of understanding will also outline the procedures for sharing information between the social service**

agencies and educational institutions.

C Nevada=s strategy for providing comprehensive services to eligible youth will be based on shared information and collaborative efforts that bring together local workforce training providers, educational institutions and community organizations that serve youth.

C The delivery of comprehensive youth services will be a coordinated effort with agencies, local schools, family resource and youth service centers, foster care, juvenile justice, law enforcement, visually and hearing impaired, and other, relevant local/state services that, when combined during a youth=s development, allow a young person=s education and workforce needs to be addressed throughout the years.

C Communication and community awareness will be the foundation for the strategies to be implemented by the Local Workforce Investment Boards:

C Local Workforce Investment Boards and Youth Councils will need to educate and inform their communities of the services that are available to youth to enhance their employability skills and mastery of academic concepts.

C Training sessions for the variety of youth stakeholders (school counselors, juvenile court officers, court appointed advocates, social workers, welfare case managers, etc.) will be conducted statewide to develop a network of informed service providers.

C Through a combined effort between the Nevada Department of Education and other state agencies, information and materials should be disseminated monthly concerning statewide and local youth opportunities.

C Consistent and timely updates, at least every two months, will help to keep this network viable and useful to the local workforce boards and youth councils.

C Age-appropriate activities for in-school youth will provide career relevant experiences that help to complement skills learned in the classroom. For out-of school youth, local program operators should emphasize assessment and service strategies that address academic, occupational, and social skill development. These operators should also be adept in recognizing learning and other disabilities and address the special needs confronting these individuals.

C In Nevada, group achievement tests (TerraNova tests) are used at grades 8 and 10 to assess achievement in reading, language, mathematics and science. Other types of assessment include aptitude tests to determine students= potential for future academic work and vocational interest tests to help students discover their interests in different types of work. These tests, along with the

- Nevada Career Information System, will provide youth the needed information and data to prepare employment and educational goals.**
- C Priority will be given to youth who have documented barriers (i.e., individuals with disabilities, pregnant or parenting youth, etc.) who are in need of additional assistance to complete their education and obtain employment.**
  - C Cooperative agreements will be developed with providers of foster care, education, welfare, and other relevant resources.**
  - C All youth will have access to on-line informational resources developed in coordination with the youth councils which will be provided at secondary schools, community colleges, universities, Family Resource Centers, Boys and Girls Club, and other site where youth congregate.**

**Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policy 2.2 - Youth Program Design for additional information.**

## **H. Coordination and Non-Duplication:**

1. Describe how your State will coordinate and integrate the services provided through all of the programs identified in the unified plan in order to meet the needs of its customers, ensure there is no overlap or duplication among the programs, and ensure collaboration with key partners and continuous improvement of the workforce investment system. (States are encouraged to address several coordination requirements in a single narrative, if possible.)
  - I) describe the strategies of the State to assure coordination, avoid duplication and improve operational collaboration of the workforce investment activities among programs outlined in Section 112(b)(8)(A) and Section 112(b)(18)(C)&(D) of WIA, at both the State and local levels (e.g., joint activities, MOUs, planned mergers, coordinated policies, non-discrimination obligations, etc.).
  - ii) describe how the State Board and Agencies will eliminate any existing state-level barriers to coordination. (112(b)(8)(A))
  - iii) summarize requests for any Federal partner assistance (primarily non-financial) that would help the SESA attain its goal.

**With the issuance of the Executive Order establishing the Governor=s State Workforce Investment Board in October , 1998, a powerful vehicle for state-level collaboration and coordination was established. The Governor=s expressed goal was to improve the operational efficiency of the state=s workforce investment system through creative and innovative strategies that include joint activities, data system connectivity One-Stop Operating System (OSOS), reallocation of program and administrative dollars, collaborative policy development, and other mechanisms for cooperative service delivery.**

**The State Work Investment Board provides the oversight of the design and implementation of Nevada=s Workforce System. The State Work Investment Board membership composition together with their established goals and objectives will assure the continuation of collaboration among key partners working together to continuously improve the consolidation and streamlining of services.**

**To achieve their goals, the State Workforce Investment Board worked collaboratively with the Local Workforce Investment Boards in developing Workforce Investment Act State Compliance Policies to assure equitable and consistent guidance to all members and partners for the development and implantation process. In an effort to assist the State Workforce**

**Investment Board, Department of Employment, Training and Rehabilitation Director asked staff to product relevant resource guides including the following:**

- C Time line and Guidance for Workforce Investment Act Implementation - July 1999**
- C State Workforce Investment Board guide - October 1999**
- C Local Elected Officials Guide - October 1999**
- C Technical Assistance Guide - November 1999**

**Implementation of the Workforce Investment Act will assist Nevada=s workforce development partners in their process to consolidate and streamline services under a mutually developed vision while utilizing shared resources, goals, data systems, and methods of program evaluation.**

**This plan details the strategies for a unified approach to workforce services that will address the needs of employers and job seekers within the scope of Nevada=s economic framework: Specifically,**

- 1. Strategies that build upon current leadership, service, and workforce system structure capacity will:**
  - C Emphasize job seeker choice in a One-Stop *Ano wrong door* system which provides customers information on the available core, intensive, and training services.**
  - C Services to youth will integrate meaningful employment experiences with educational and vocational training to prepare them for entry into competitive employment.**

**Cooperation, coordination, collaboration, and local flexibility are the foundations of Nevada=s Workforce Investment System to ensure the needs of Nevada=s job seekers and employers are met.**

**With respect to specific collaborative strategies, both the state and local boards will be actively involved in the development of the Memorandums of Understanding. The State Workforce Investment Board will establish a common format for Memoranda of Understanding for use statewide, but individual Memorandums of Understanding may be expanded beyond mandated criteria to incorporate specific requirements of their Memorandums of Understanding. In addition to the above format, the State Workforce Investment Board will require a standardized Memorandum of Understanding for all One-Stop partners who are state agencies.**

**To ensure the coordinated and integrated delivery of services at**



**the local level, One-Stop Operators and managers will be responsible for:**

- C **Assuring that training and information is available on partner agency programs via the Internet, Intranet, desk manuals, or from periodic training sessions;**
- C **Conducting staff meetings and in-depth cross-training to front-line staff;**
- C **Ensuring staff are knowledgeable about requirements for each One-Stop partner;**
- C **Ensuring information on programs such as Unemployment Insurance will be available to all staff in to ensure customers are provided timely and accurate claim data;**
- C **Providing a directory of services giving a brief summary and overview of each program and service available in the system;**
- C **Providing re-occurring training with updates to each program;**
- C **Conducting reviews on a continuing basis to ensure the processes are meeting customer demands;**
- C **Obtaining customer input through surveys, focus groups, and questionnaires to refine and improve services;**
- C **Developing incentives to streamline processes including on-going cost benefit analysis.**

**Nevada is committed to the implementation of the One-Stop Operating System (OSOS) which will be integrated with existing state systems to maximize the Aone-stop® experience. This automated information system is targeted to be operational by July 1, 2000. One-Stop Operating System will be the key to fully integrating Nevada=s One-Stop system and ensuring the minimal duplication of service delivery.**

**The State Workforce Investment Board will assume a proactive role in evaluating all aspects of the effectiveness of workforce services throughout the state. Specifically, the State Workforce Investment Board will regularly receive reports from a team of professional monitors who will evaluate program design, program performance, customer satisfaction, and compliance with federal and state program and fiscal policies. Monitoring techniques and instruments will be utilized to provide both quantitative and qualitative information to the State Workforce Investment Board to assist in their decision making process.**

**We have and will continue to make requests for technical assistance and information on new technology from our Regional partners to coordinate Unemployment Insurance programs with**

**other partners under Workforce Investment Act. The Wage Record Interchange System will be utilized so that Unemployment Insurance wage records can be accessed to track performance under Workforce Investment Act.**

**The State Workforce Investment Board will address any identified State and local barriers to coordination as they arise.**

**I. Special Populations and Other Groups :**

1. Describe how your State will develop program strategies, to target and serve special populations. States may present information about their service strategies for those special populations that are identified by multiple Federal programs as they deem most appropriate and useful for planning purposes, including by special population or on a program by program basis.

**Nevada's Workforce Investment System will continue to serve a diverse population of job-seeking customers: those job ready and those needing intensive and training services to become employable. In addition to general strategies for serving certain targeted populations, each individual will receive customized levels of services that are based upon individual job-seeker needs.**

**Dislocated Workers :**

- C **One-Stop Operators will provide special workshops and reemployment services for Unemployment Insurance claimants.**
- C **The Worker Profiling Program identifies unemployment insurance claimants who are unlikely to return to their previous occupations because of dislocation or obsolescence and additional assistance will be offered to those identified individuals. Training will be provided early in the unemployment cycle to retrain these workers for suitable Ademand® occupations based on the worker's skills and career objectives.**
- C **One Stop offices will identify key transferable skills of the displaced workers through assessment of aptitude/abilities to develop a list of occupations which require the same or enhanced skills.**
- C **Rapid Response:**
  - C **Employer compliance with advance notification of plant closings and mass layoffs as required by legislation is encouraged through Department of Employment, Training and Rehabilitation publications and as well as through Rapid Response staff.**
  - C **One-Stop Center staff will coordinate services to dislocated workers with the Rapid Response team when layoffs occur. Agreements to provide services at the dislocation site are arranged when feasible and include:**
    - C **supplying and explaining labor market and employment information;**
    - C **providing specialized job search workshops;**
    - C **registering for employment or unemployment insurance services; and**

- C providing individualized counseling or placement services.
- C Staff in the One-Stop Center will pay particular attention when assigning job titles and skill codes to the job match system to ensure accuracy of job classification.

**Displaced Homemakers and Non-Traditional Trainees:**

Comprehensive assessment will identify the supportive services and skills enhancement needs of displaced homemakers (as defined in Section 101 of the Act) and non-traditional trainees.

- C Emphasis will be placed on education and assistance in accessing technological and vocational training programs.
- C Both classroom training and workaday learning options will be available to the customer through state-approved training providers.
- C Non-traditional fields will be explored and encouraged as opportunities to move into career fields with higher wages where self-sufficiency may be obtained.

**Migrant and Seasonal Farm Workers :**

Services provided to Migrant and Seasonal Farm Workers (Workers) will be integrated into the One Stop Centers.

- C Staff in the Centers will be cross-oriented to the this program and will be trained to identify and document any Workers who utilize the Centers for assistance.
- C All applicants identified as having been employed in an agricultural position within the past 12 months will have one or more of following activities completed at the time of intake:
  - C referral to an appropriate job opening
  - C labor market information
  - C resume preparation
  - C job search workshops
  - C information on training opportunities
  - C Access to America=s Job Bank information on employment opportunities in the public sector.
- C Customers may also receive referrals to public health agencies, Job Corps, Welfare services, Food Stamp services, Veterans services, housing assistance agencies, and Vocational Rehabilitation.
- C Referrals to vocational counseling will be made when appropriate.
- C To ensure uniform cross-orientation of staff, One-Stop training

- manuals will include modules on this program.
- C Signage in the Centers will ensure that customers will be able to access all the services that are available to them.
- C Outreach to the community will ensure that any agency or employer who traditionally have contact with eligible customers will be apprized of the services that are available through these program.
- C Outreach will include contact with employers who may employ eligible customers including county health services, school districts, housing services, and county extension training facilities.
- C Entities such as the Center for Employment and Training will work with the One-Stop Center staff to ensure that referrals are made to their training programs.
- C The Monitor Advocate will monitor staff in the One-Stop Centers to ensure compliance with the federal mandate of equitable delivery of services to include:
  - C quarterly monitoring visits to local offices to ensure compliance and to ensure that services are fully integrated into the Centers;
  - C ensuring complaints received by the Monitor Advocate will receive appropriate action;
  - C requiring corrective action from any offices that do not comply with the directive to provide equitable service to Workers.
  - C implementing recommendations generated by technical assistance provided by the Regional Monitor Advocate.
  - C ensuring that technical assistance provisions are implemented by staff in One-Stop Centers.

**Public Assistance Recipients:**

WIA Title I services will be leveraged where possible with TANF and Welfare-to-Work program activities utilizing participating One-Stop Partners.

- C Comprehensive assessment identifying the supportive services and skills enhancement needs of these customers. Emphasis is on finding a job, then a better job, then a career.
- C One-Stop Center staff will work on an individual basis to provide needed support services to assist these customers obtain employment that leads to self-sufficiency.

**Women and Minorities:**

Service rates for female and ethnic minority customers will be regularly reviewed to monitor parity of services comparable with the total customer

**group.**

- C Comprehensive assessment will be conducted and non-traditional training encouraged where appropriate.**
- C Disadvantaged individuals from these groups will be referred to supportive services depending on individual need and special eligibility criteria.**
- C One-Stop Center staff will respond to employer requests for special recruitment when the employer is complying with the provisions of an affirmative action plan.**

**Veterans :**

**The State will consult with the Director for Veterans= Employment and Training on the appointment and integration of Disabled Veterans Outreach Program and Local Veteran=s Employment Representative staff into all of the One-Stop centers. The assigned Local Veterans Employment Representative will take the lead in ensuring that One-Stop staff are trained in all aspects of services to veterans.**

- C Disabled Veterans Outreach Program or Local Veterans Employment Representative staff: for offices with no assigned staff, provisions may be made to out-station these staff to provide technical assistance and directed services for veterans and other eligible persons relative to veterans employment and training services. If Disabled Veterans Outreach Program staff out stationing is deemed impossible for geographic or other reasons information will be made available through electronic connections.**
- C Performance and reporting requirements on the character, quality, and quantity of services provided to veterans will be established in accordance with those prescribed by Title 38, U.S.C., Chapter 41 and section 112(b)(8)(B) of the Workforce Investment Act.**
- C Veterans, members of reserve components, and other individuals whose job rights are protected under the Uniformed Services Employment and Re-employment Act of 1994, et. seq., and Veterans and other eligible persons, as defined by Title 38, U.S. Code, Chapters 41, 42, and 43; Title 39, Chapter IX, Code of Federal Regulations, codified at 20 CFR 1001.100 et. seq., will be provided the following services:
  - C information and, when appropriate, assistance in filing claims at all One-Stop centers;**
  - C intake and assessment, to access core services, intensives services, and training services as needed, at all One-Stop centers.;****

- C priority in the provision of case management services as appropriate following needs assessment;
- C priority in job development, job training, referral and job placement services at all One-Stop centers;
- C priority in access to Federal Contractor Program job listings and job information at all One-Stop centers.
- C Staff trained as case managers at the National Veterans Training Institute will be the primary providers of case management services.

**Incumbent Worker:**

A primary initiative supported by both Governor Kenny C. Guinn and State Workforce Investment Board Chairman Arthur Nathan is the development and implementation of Incumbent Worker programs statewide. The commitment to the initiative is to:

- C have services for employers who, to remain competitive in the business sector, have a need to advance employee skills to meet necessary changes in technology and/or equipment etc.;
- C to provide services to assist employees in advancing their employability skills to compete in the changing job market.

A number of areas need to be addressed at both the State and Local levels including:

- C leveraging or identifying additional funding sources to support training services;
- C ensuring there is equitable access to these services in both the urban and rural areas;
- C establishing guidelines for training provision to ensure quality; and,
- C follow up including what check and balances will be required to determine success of training activity.



**Customers With Multiple Barriers to Employment:**

- C **Comprehensive assessment and other intensive services are essential to meeting the needs of specialized populations.**
- C **Individualized counseling, job development, coordination with other required and optional partners, and customized referral and placement services are all used in meeting the needs of the older worker, those with limited English-speaking ability, and others customers with multiple barriers to employment.**
- C **Local Boards should select providers with a demonstrated history of effective service to special participant populations. Customers meeting specific criteria may select from such service providers to meet their unique needs.**
- C **Customers with disabilities will receive the full range of specialized services including registration and referrals by Wagner-Peyser Act funded staff and Vocational Rehabilitation coordinators.**
- C **All physical and affiliate one-stop centers adhere to all ADA requirements to assure that our customers with disabilities are able to access job listings and use the self-registration and self-service resource areas.**
- C **Service providers and partners will work closely together to develop policies and procedures which will assist in the avoiding the duplication of service and to leverage funds.**
- C **Knowledgeable and competent staff have been provided training which ensures they will be responsive to the needs of persons with disabilities and will be available to the extent needed by each customer.**

**Youth:**

- C **Nevada recognizes the need to identify eligible youth, assess their needs and make available a menu of services. The Youth Councils will provide information on comprehensive services for youth, including a strategy to eliminate duplication of services and to target appropriate funding sources for these services. Refer to Section II - Elements of the Plan - G. Activities to be Funded *sections vi & vii* for additional information on strategies to serve youth.**

2. Identify the methods of collecting data and reporting progress on the special populations described in Question 1 of this section.

**Refer to Section II - Elements of the Plan - L. Data Collection *section 1 & 2* for additional information relating to collection and reporting of data.**

**J. Professional Development and System Improvement :**

1. How will your State develop personnel to achieve the performance indicators for the programs included in your plan?

In answering the above question, if your unified plan includes:

- a) WIA Title I and Wagner-Peyser Act and/or Veterans Programs, explain how the local and State Boards will use data collected and the review process to reinforce the strategic direction and continuous improvement of the workforce investment system.

**Nevada recognizes that well-trained and competent staff are the basis of the continual improvement of services to employers and job-seeking customers. The Department of Employment, Training, and Rehabilitation will build upon the staff development that has taken place to date by embarking on a extensive training program with all participating One-Stop Partners. Since shared technology drives seamless service delivery to customers and provides data for measuring performance, the first phase of this staff development will be devoted to ensuring staff competency in utilizing common data systems. This will include competency-based, cross-agency training in the following skills:**

- C **Internet customer support**
- C **Employer phone order support**
- C **Accessing employer information**
- C **Self-Service center customer support to include:**
  - **Job search**
  - **Job scout**
  - **Resume builder**
  - **One-stop information**
  - **Training provider information**
  - **Learning Exchange (America=s Job/Talent Bank)**
  - **Labor Market Information (America=s Job/Talent Bank Career Information)**
  - **Employer Job Order Input**
  - **Employer Resume Search**
- C **Staff-assisted customer support to include:**
  - **Conducting initial customer interviews/data input**
  - **Comprehensive assessment data input**
  - **Case management and services received data input**
  - **Follow-up data input**
  - **Customer exit data input**
  - **Job Match Source**

- Employer Services
- Job Search Workshops
- C Partner data element training
- C How data is used to calculate performance measures

Once competent in each of these training elements, one-stop system staff will be able to serve employers and job seekers in a comprehensive manner and still meet the performance requirements that exist under current partner programs. Staff skills will be maintained and improved by regular training provided by on-site trainers competent in providing on-going training. It is anticipated that the first phase of training will take one year from the date of Workforce Investment Act implementation. Subsequent statewide systemic training needs will be identified and addressed by local boards and the State Workforce Investment Boards. Local Workforce Investment Boards will supplement this training with targeted One-Stop Operator and service provider training specific to the needs of the local area.

Completed/On-going training activity as of February, 2000.

America=s Job/Talent Bank training was provided to the following entities in the last 12 months:

- C All Department of Employment, Training and Rehabilitation - Employment Service offices throughout Nevada were provided training during the Spring and Summer months of 1999.
- C Employment Security, Career Enhancement Program, Job Opportunities In Nevada and Nevada Business Services staff were provided training during the months of November and December of 1999 in Reno, Sparks, Las Vegas, Fallon, Carson City, Elko, Ely and Winnemucca.
- C A one day America=s Job/Talent Bank training session was held at Western Nevada Community College on December 2, 1999 for staff at Western Nevada Community College, Great Basin College, Community Services Agency, Desert Heights Family Resource, Displaced Homemaker Program and Northern Area Substance Abuse Council.
- C A one day America=s Job/Talent Bank training session was held in Las Vegas in March of 1999 for the Boys and Girls Club, the Latin Chamber of Commerce, the Urban Chamber of Commerce, Nevada Partners, the Las Vegas Chamber of Commerce, HELP of Southern

## **Nevada and the Metropolitan Family Resource Center.**

**Interactive training modules on subjects such as the self-service resource centers, Nevada=s Career Information System, America=s Job/Talent Bank, resume-writing concepts and software programs, the Workforce Investment Act, service are being prepared. These modules will be placed out on the Internet. The modules will be used to cross-train front line staff and supervisors providing or responsible for providing services through the one-stop career center system.**

**In addition, detailed modules on each partner=s programs and services are being compiled. These modules will contain an overview of the particular program, available services and eligibility information, how the program is funded, contact information, etc. All of the above-mentioned modules will eventually be placed out on a common web site so that all partners, service providers, and customers have access the information. The modules will be used to cross-train front line staff and supervisors providing or responsible for providing services through the one-stop career center system. In addition, portions of the modules will be made available to employers and job seekers accessing information through the developing system.**

**Several training sessions were provided to staff of satellite or affiliate resource center sites. The training was designed to teach partner staff how to effectively utilize AAmerica=s Job Network® and ANevada=s Career Information System® when assisting their job seeking customers and employers. Entities who were in attendance at these sessions included: Western Nevada and Truckee Meadows Community Colleges, Community Services Agency, family resource centers, Bureau of Alcohol and Drug Abuse-funded centers, NevadaWorks and Nevada Business Service staff, Madison Terrace (Housing and Urban Development -funded housing project), and county library staff.**

**Nevada=s One-Stop Coordinator has also created a screen saver, which will be customized for each resource center site, to provide an instructional overview on information, software, and Internet sites available at each site.**

**The screen saver will run continuously until the customer touches the mouse or a key on the keyboard to begin using the computer. Many of the satellite resource center sites do not always have staff available to assist customers. This purpose of this screen saver is to make the information which is available to the system=s customer more accessible and user-friendly.**

Department of Employment, Training and Rehabilitation, NevadaWorks, and staff from other partners agencies attended a 2-day training session on **Marketing America's Job Bank to Employers** and **The Workforce Investment Act Challenge: Capturing Customer Satisfaction As A Performance Measure**. The training session was sponsored by the Center for Employment Security Education and Research and was designed to prepare front line staff, supervisors, and managers to more effectively function in the changing one-stop/Workforce Investment Act environment.

### **Worker Profiling and Reemployment Services Orientation Facilitator Training:**

As a result of recommendations by United States Department of Labor the Worker Profiling and Reemployment Services orientation was revised.

In standardizing the orientation it became apparent that program staff, Career Enhancement Program, Job Opportunities in Nevada and Nevada Business Services, would need to be assigned and designated as Orientation Facilitators. Training was developed and provided to the designated facilitators. The initial training consisted of presenting a mock orientation and then providing the facilitators with the session plan, orientation forms and materials, and the information necessary so they can conduct the orientation. This training was provided in four separate sessions: in October, 1999 Carson, Reno and Sparks local office Career Enhancement Program and Job Opportunities in Nevada staff attended session one in the Job Opportunities in Nevada office in Reno, session two and three were conducted in the Las Vegas Community, Employment and Training Center in November, 1999 and the fourth session was conducted in Elko for the rurals in December, 1999. There was approximately 35-45 staff in the Orientation training: about 25-30 were actual facilitators, some local office managers and supervisors and other administrative staff attended.

Future Orientation Facilitator training is planned, at least annually, to ensure consistent presentation of Worker Profiling & Reemployment Services information and share best practices techniques to all facilitators. This training could be conducted in one statewide conference if money permits or by north, south conferences or even by teleconference meetings. Expect approximately 25-30 local office facilitator staff to attend.

Customer information entered through shared data systems will serve the basis for generating performance indicators for Workforce Investment Act

**Title I, Wagner-Peyser, and veterans program. Actual performance levels will be reported to local Boards, the State Workforce Investment Board, and to service providers. Decision makers can compare actual performance to performance goals and develop strategies for improving services accordingly.**

**K. Performance Accountability:**

1. What are the State's performance methodologies, indicators and goals in measurable, quantifiable terms for each program included in the unified plan and how will each program contribute to achieving these performance goals? (Performance indicators are generally set out by each program's statute.)

**Customers of partners identified in the Unified Plan will be served through Nevada's one-stop system. A key component of this system is common technology found in the One-Stop Operating System wherein each customer's eligibility and service history are stored in a shared data warehouse. This system also creates the ability to report performance measure outcomes for each customer, regardless of what program they may be served under. Thus, the full partners identified in this plan are all contributing to the achievement of each others performance levels by virtue of their participation as one-stop system partners and as users of the One-Stop Operating System. Program performance levels for specific programs are addressed below.**

a) WIA Title I Wagner-Peyser Act and/or Veterans Programs:

**In order to ensure participation among one-stop partners and interested parties, the State Workforce Investment Board assigned a Performance Management Team to work closely with Department of Labor Region VI representatives to develop Workforce Investment Act performance measures. (Refer to Section III - Attachments - F. Unified State Plan Workforce Group and Workgroup Membership List(s) for a complete list of attendees). This team was chaired by a member of the State Board and was composed of representatives from:**

- C Northern Workforce Investment Board
- C Southern Workforce Investment Board
- C Private Sector
  - C Nevada Department of Education
    - C Adult Education and Literacy
    - C Carl Perkins
  - C Nevada Welfare Division
  - C Department of Employment, Training, and Rehabilitation
  - C Department of Employment, Training and Rehabilitation/  
Employment Security Division
    - C Wagner-Peyser
    - C Unemployment insurance
    - C Career Enhancement Program
  - C Department of Employment, Training, and Rehabilitation/

- Research and Analysis
  - C Labor Market Information
  - C Reporting
- C Department of Employment, Training, and Rehabilitation/State Job Training Office

The Nevada Performance Management Team held its first meeting in January 2000. Region VI representatives presented the status of Department of Labor performance measure negotiation strategies including thinking on how measures are calculated and thinking on how the negotiation process will take place. Region VI representatives provided the team members with a format used by another state for arriving at and justifying Workforce Investment Act performance levels. Team members decided to use a similar format for Nevada's negotiation. Partners present from Job Training Partnership Act service providers, Nevada Welfare Division, Career Enhancement Program, Wagner-Peyser, Carl Perkins, and Adult Education and Literacy all committed to provide measures to support levels in appropriate adult, dislocated worker, and youth categories. The Department of Employment, Training and Rehabilitation Research and Analysis unit agreed to provide support to calculate measures that utilize wage records. The team instructed staff to collate measures across performance categories for each reporting partner and to develop tentative justifications for Workforce Investment Act performance levels based on the information gathered.

The second team meeting was held in February 2000. Region VI informed team members that Department of Labor national office was submitting guidance that would require a specific methodology for calculating measures and would also provide negotiation ranges, and specific levels in the case of some measures. Team members were distressed by the information received since it seemed to substantially diminish the importance of the efforts made to date. Feedback on the national office position was provided by the Performance Management Team to Region VI representatives at the meeting. Despite the information received from Department of Labor, team members opted to review the data gathered by staff and set Workforce Investment Act performance levels and justifications accordingly. While final comparative data from other states was not yet available, the performance levels discussed by the team were compared to the ranges of negotiated levels from three full implementation states as provided by Region VI representatives. The final product contains Workforce Investment Act performance levels supported by baseline data across programs, as noted in the chart portion and discussed in the narrative portion (Refer to Section III - Attachments G - Nevada's Workforce Investment Act Title I Performance Measures/Levels *and*



**Justifications). These levels will serve as the departure point when final performance level negotiations take place with Region VI after final guidance and further instruction is received from Department of Labor national office. Final performance levels will be submitted as a modification to the Unified Plan following completed negotiations with Department of Labor.**

**The Performance Management Team's final product was brought before and approved by the State Board in a public meeting held February 28, 2000. [Refer to Section III - K - N.R.S. Chapter 21 - Meetings of State and Local Agencies)**

**b) Unemployment Insurance:**

**In the area of Unemployment Insurance, Nevada is committed to improving service through the development of a statewide telephone claim center for Initial Claim staking and also Interactive Voice Response Technology for new and continued claims. These technological developments improve service delivery to Unemployment Insurance claimants by providing services in a more customer friendly method.**

**Through the implementation of the Southern telephone center which handles the majority of Unemployment Insurance claims, service has been improved. Claimants no longer are required to report in person and wait for service at offices that may not be convenient or accessible. The average waiting time for service has been shortened through the implementation of the phone center technology. With the implementation of the statewide telephone center, this service improvement will be offered to all Unemployment Insurance claimants. Also, enhanced training will be offered to all staff in the phone centers so that improvements in service will continue. The One Stop centers will have Internet capability for clients to access Unemployment Insurance forms as well as telephone connectivity. As the state implements its statewide system, the wait time for service will improve because the calls will be routed to a statewide virtual call system that will route calls to the next available interviewer.**

**The following intermediate accomplishments will be used by the State of Nevada to monitor progress toward goal of improved service delivery to Unemployment Insurance claimants:**

- C Placing Unemployment Insurance forms on Internet for claimants to access and mail or bring to appropriate office.**
- C Implementation of statewide virtual telephone call center so that all**

- C claimants can file Unemployment Insurance claims by phone. Staff training and continued technology improvements will reduce the wait time for Unemployment Insurance claimants as well as the processing time.**

2. Has the State developed any common performance goals applicable to multiple programs? If so, describe the goals and how they were developed.

**Nevada has not developed common performance measures. However, as federal partners develop common performance reporting requirements across funding streams, Nevada will expand its data collection system to report these common measures, as required.**

## Performance Management Team Meeting Schedule/Attendance

Member/Designee	Meeting 1/20/2000	Meeting 2/15/2000
Karla McComb, Chair, Performance Management Team Clark County School District/State Workforce Investment Board	Present	Present
Richard B. Blue, Executive Director, Nevada Business Services	Present	Absent
Rosie Boulware	Present	Present
Sally Breach	Present	Present
Clentine Coleman	Present	Present
Cedric Cole	Absent	Present
Loretta Cheslak, Nevada Works	Present	Present
Sharon Nipp	Present	Present
Sandy Trojan	Present	Present
Judie Fisher, Carson City Personnel, Chief Elected Official/State Workforce Investment Board	Present	Present
Aleta Murphy, Cal-Fed Bank, State Workforce Investment Board	Present	Present
Phyllis Rich, Nevada Department of Education, State Workforce Investment Board	Present	Present
Greg Richens, Nevada Department of Education	Absent	Present
Mike Willden, Nevada Welfare Division	Present	Present
Dan Culbert, DETR/Research and Analysis	Present	Absent
Jolie Pardew-Daugherty DETR/Research and Analysis	Present	Present
Bob Wolf, DETR/Employment Security Division	Present	Present
Steve Malliaras, Department of Labor Region VI	Present	Present
Deanna Khemani, Department of Labor Region VI	Present	Present
Libby Jones, Department of Employment, Training, and Rehabilitation	Present	Present
Valorie Hopkins, DETR/SJTO	Present	Present
Rich Hoggan, DETR/SJTO	Present	Present
Connie Williams, DETR/SJTO	Absent	Present

Sidney Hendrickson, Las Vegas Chamber of Commerce State Workforce Investment Board	Present	Absent
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**L. Data Collection:**

1. What processes does the State have in place to collect and validate data to track performance and hold providers/operators/subgrantees accountable?

**Nevada=s Department of Employment, Training, and Rehabilitation is working in collaboration with the U.S. Department of Labor and other consortium states to develop a One-Stop system to meet the multiple reporting requirements of the Workforce Investment Act. It will be designed to provide:**

- C Self-service and staff-assisted modes of operation.**
- C Integration with existing state systems to maximize the One stop experience.**
- C Planning and tracking capabilities based on a customer=s needs.**

**The Department=s Research and Analysis Bureau are working cooperatively with our Workforce Investment partners to develop an extensive data warehouse which ultimately will receive data extracts from the various aspects of the One-Stop system. This information will be used in providing reports on tracking progress and compliance of providers and operators.**

**At the recommendation of the U.S. Department of Labor, Nevada will utilize the Wage Record Interchange System (WRIS) to provide tracking of customers that have emigrated to other states. This system should be operational by July, 2000.**

2. What common data elements and reporting systems are in place to promote integration of unified plan activities?

**All required Workforce Investment Act data elements for clients served under the One-Stop system will be collected in the One Stop Operating System currently being developed by U.S. Department of Labor and a consortium of states, including Nevada. Nevada anticipates implementing the system July 1, 2000.**

**One Stop Operating System will collect and report on all clients served under Workforce Investment Act including special populations identified**

**in I 1a above (*page* \_\_\_\_\_).**

**M. Corrective Action:**

1. Describe the corrective actions the State will take for each program, as applicable, if performance falls short of expectations.

**The State Workforce Investment Board has developed and implemented State Workforce Investment Act Compliance Policy 5.6 - Sanction and Resolution Process [Refer to Section III - Attachments - E. Workforce Investment Act State Compliance Policies] outlines the federal and state policies regarding the sanctions and resolution process including specific violations and possible sanctions to be imposed.**





**N. Waiver and Work-Flex Requests:**

1. Will your State be requesting waivers as a part of this unified plan?

**Nevada will be applying for a 90% hold harmless to Workforce Investment Act in-state allocations for adult and youth programs for the coming program year.**

# Attachments

- A. Unified Plan Activities *and* Programs Checklist
- B. Contact Information
- C. Plan Signatures
- D. One-Stop Self-Service Satellite Resource Center Sites
- E. Workforce Investment Act State Compliance Policies
  - #1.1 Establishing Local Workforce Investment Boards
  - #1.6 Eligibility for Adult & Dislocated Worker Employment & Training Activities
  - # 1.7 Priority of Services
  - # 1.8 Core, Intensive and Training Services
  - # 1.9 Individual Training Accounts
  - # 1.12 Selection of Training Services Providers
  - # 2.2 Youth Program Design
  - # 3.9 Procurement
  - # 5.6 Sanctions and Resolution Process
- F. United State Plan Workforce Group *and* Workgroup Membership List(s)
  - Unified Plan Taskforce Attendance list
  - Side by Side Comparison (Workforce Development Advisory Board vs. Governor's Workforce Investment Board)
  - Workforce Investment Task Force Committee(s)
- G. Nevada's Workforce Investment Act Title I Performance Measures/Levels *and* Justifications
- H. Nevada Occupational Employment & Projection 1996-2000
- I. Nevada Revised Statutes ' 281.421 & ' 281.481
- J. Nevada Revised Statutes Chapter 241 - Meetings of State and Local Agencies

## A. Unified Plan Activities and Programs Checklist

Under Section 501 of the Workforce Investment Act, the following activities or programs may be included in a State's unified plan. From the list below, please place a check beside the programs and activities your State or Commonwealth is including in this Unified Plan.

### The State unified plan shall cover one or more of the following programs and activities:

\_\_\_\_\_ Secondary vocational education programs (Perkins III/Secondary)  
**Note that inclusion of this program requires prior approval of State legislature.**  
 [Carl D. Perkins Vocational and Technical Education Act of 1998 (20 U.S.C. 2301 et seq.)]

\_\_\_\_\_ Postsecondary vocational education programs (Perkins III/Postsecondary)  
**Note that for the purposes of what the State unified plan shall cover, Perkins III/Secondary and Perkins III/Postsecondary count as one program.** [Carl D. Perkins Vocational and Technical Education Act of 1998 (20 U.S.C. 2301 et seq.)]

\_\_\_\_\_ Activities authorized under Title I, Workforce Investment Systems (Workforce Investment Activities for Adults, Dislocated Workers and Youth, or WIA Title I, and the Wagner-Peyser Act) [Workforce Investment Act of 1998 (29 U.S.C. 2801 et seq.)]

\_\_\_\_\_ Activities authorized under Title II, Adult Education and Family Literacy (Adult Education and Family Literacy Programs) [Workforce Investment Act of 1998 (20 U.S.C. 9201 et seq.)]

### The State unified plan may cover one or more of the following programs and activities:

\_\_\_\_\_ Activities authorized under chapter 2 of title II of the Trade Act of 1974 (Trade Act Programs 19 U.S.C. 2271 et seq.)

\_\_\_\_\_ Programs authorized under Part B of title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than 1112 of such Act (29 U.S.C. 732) (Vocational Rehabilitation)

\_\_\_\_\_ Activities authorized under chapters 41 & 42 of Title 38, USC, and 20 CFR 1001 and 1005 (Veterans Programs, including Veterans Employment, Disabled Veterans' Outreach Program, and Local Veterans' Employment Representative Program)

\_\_\_\_\_ Programs authorized under State unemployment compensation laws (Unemployment Insurance in accordance with applicable Federal law which is authorized under Title III, Title IX and Title XII of the Social Security Act and the Federal Unemployment Tax Act)

**B. Contact Information**

*Please complete one copy for EACH of the separate activities and programs included in your State unified plan.*

Program:

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State Name for Program/Activity:

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Name of Grant Recipient Agency for Program/Activity:
Address:
Telephone Number: Facsimile Number: E-mail Address:

Name of State Administrative Agency (if different from the Grant Recipient):
Address:
Telephone Number: Facsimile Number: E-mail Address:

Name of Signatory Official:
Address:
Telephone Number: Facsimile Number: E-mail Address:

Name of Liaison:
Address:

Name of Liaison:
Telephone Number: Facsimile Number: E-mail Address:

**C. Plan Signature(s)**

**Governor (if applicable)**

As the Governor, I certify that for the State of Nevada, for those activities and programs included in this plan that are under my jurisdiction, the agencies and officials designated above under "Contact Information" have been duly designated to represent the State in the capacities indicated for the programs and activities indicated. Subsequent changes in the designation of officials will be provided to the designated program or activity contact as such changes occur.

I further certify that, for those activities and programs included in this plan that are under my jurisdiction, we will operate the workforce development programs included in this Unified Plan in accordance with this Unified Plan and the assurances described in Attachment D of this Unified Plan.

\_\_\_\_\_  
Signature of Governor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of Governor

**Responsible State Official for Eligible Agency for Vocational Education  
(if applicable)**

I certify that for the State of Nevada for those activities and programs included in this plan that are under my jurisdiction, the agencies and officials designated above under "Contact Information" have been duly designated to represent the State in the capacities indicated for the programs and activities indicated. Subsequent changes in the designation of officials will be provided to the designated program or activity contact as such changes occur.

I further certify that, for those activities and programs included in this plan that are under my jurisdiction, we will operate the programs included in this Unified Plan in accordance with this Unified Plan and the applicable assurances described in Attachment D of this Unified Plan.

\_\_\_\_\_  
\_ Typed Name, Title, and Agency of Responsible State Official for Vocational Education

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Responsible State Official for Eligible Agency for **Vocational Rehabilitation**  
(if applicable)

I certify that for the State of Nevada for those activities and programs included in this plan that are under my jurisdiction, the agencies and officials designated above under "Contact Information" have been duly designated to represent the State/Commonwealth in the capacities indicated for the programs and activities indicated. Subsequent changes in the designation of officials will be provided to the designated program or activity contact as such changes occur.

I further certify that we will operate those activities and programs included in this Unified Plan that are under my jurisdiction in accordance with this Unified Plan and the assurances described in Attachment D of this Unified Plan.

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Typed Name, Title, and Agency of Responsible State Official for Vocational Rehabilitation

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Signature

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Date

Responsible State Official for Eligible Agency for **Adult Education** (if applicable)

I certify that for the State of Nevada for those activities and programs included in this plan that are under my jurisdiction, the agencies and officials designated above under "Contact Information" have been duly designated to represent the State in the capacities indicated for the programs and activities indicated. Subsequent changes in the designation of officials will be provided to the designated program or activity contact as such changes occur.

I further certify that, for those activities and programs included in this plan that are under my jurisdiction, we will operate the programs included in this Unified Plan in accordance with this Unified Plan and the applicable assurances described in Attachment D of this Unified Plan.

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\_Typed Name, Title, and Agency of Responsible State Official for Adult Education

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Signature

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Date

## SELF-SERVICE SATELLITE RESOURCE CENTER SITES

<b>Location</b>	<b>Address</b>	<b>City</b>	<b>Number of Sites</b>
Elko County Library	Battle Mountain Branch	Battle Mountain , Nevada	1
Carson Treatment Center	915 East Musser Street	Carson City, Nevada 89701	1
Community Counseling Center	Pratt Street	Carson City, Nevada 89701	1
Nevada Hispanic Services	637 South Stewart Street	Carson City, Nevada 89701	1
Job Opportunities in Nevada, Inc. (JOIN)/Carson City	1929 North Carson Street	Carson City, Nevada 89701	1
State of Nevada's Job Link	1929 North Carson Street	Carson City, Nevada 89701	1
Western Nevada Community College Reynold's Building/Re-Enter Center	2201 West College Parkway	Carson City, Nevada 89703	1
Friends in Service Helping	821 Water Street	Elko, Nevada 89801	1
Great Basin College	1500 College Parkway	Elko, Nevada 89801	1
State of Nevada's Job Link	172 Sixth Street	Elko, Nevada 89801	1
State of Nevada's Job Link	480 Campton Street	Ely, Nevada 89301	1
Churchill Association for Retarded Citizens	1520 South Maine Street	Fallon, Nevada 89406	1



<b>Location</b>	<b>Address</b>	<b>City</b>	<b>Number of Sites</b>
Churchill Council	165 North Carson Street	Fallon, Nevada 89406	1
State of Nevada's Job Link	121 Industrial Way	Fallon, Nevada 89406	1
Job Opportunities in Nevada, Inc. (JOIN)/Fallon	2152 Reno Highway, Suite G	Fallon, Nevada 89406	1
Mineral County Chamber of Commerce	932 East Street	Hawthorne, Nevada 89415	1
Rural Clinic	640 A. Street	Hawthorne, Nevada 89415	1
HACA	145 Panama Street	Henderson, Nevada 89015	1
State of Nevada's Job Link	119 Water Street	Henderson, Nevada 89015	1
Andre Agassi Youth Center	800 North Marting Luther King Blvd.	Las Vegas, Nevada 89106	1
Bridge Counseling	1701 West Charleston, Suite 620	Las Vegas, Nevada 89102	1
Economic Opportunity Board	2228 Comstock Drive	Las Vegas, Nevada 89030	1
Healthy Families	2500 Apricot Lane	Las Vegas, Nevada 89108	1
HELP of Southern Nevada	953-35B East Sahara, Suite 208	Las Vegas, Nevada 89104	1
Las Vegas Chamber of Commerce	3720 Howard Hughes Parkway	Las Vegas, Nevada 89109	1
Las Vegas Indian Center	2300 West Bonanza Road	Las Vegas, Nevada 89119	1
Latin Chamber of Commerce	829 South 6th Street	Las Vegas, Nevada 89125	1
Lied Memorial Unit	2850 South Lindell Road	Las Vegas, Nevada 89102	1
McCabe Boys and Girls Club	2801 East Stewart Street	Las Vegas, Nevada 89101	1
Minister's Alliance Association of Southern	817 North AN@Street	Las Vegas, Nevada 89109	1

<b>Location</b>	<b>Address</b>	<b>City</b>	<b>Number of Sites</b>
Nevada			
Nevada Business Services	920 West Owens Street	Las Vegas, Nevada 89106	1
Rehabilitation Office	628 Belrose Street	Las Vegas, Nevada 89107	1
State of Nevada's Job Link	3405 South Maryland Parkway	Las Vegas, Nevada 89107	1
State of Nevada's Job Link	902 West Owens Street	Las Vegas, Nevada 89106	1
University of Nevada Las Vegas (UNLV) Boys and Girls Club	4412 South Maryland Parkway	Las Vegas, Nevada 89119	1
Urban Chamber of Commerce	1048 West Owens Street	Las Vegas, Nevada 89106	1
Variety Day Home	990 AD@ Street	Las Vegas, Nevada 89106	1
WestCare	401 South Martin Luther King Blvd	Las Vegas, Nevada 89106	1
Metropolitan Family Resource Center	2200 East Cheyenne Avenue	North Las Vegas, Nevada 89030	1
Nevada Partners	710 West Lake Mead Blvd.	North Las Vegas, Nevada 89030	2
North Las Vegas Boys and Girls Club	2530 East Carey Avenue	North Las Vegas, Nevada 89030	1
State of Nevada's Job Link	2827 N. Las Vegas Blvd.	North Las Vegas, Nevada 89030	1
Madison Terrace Women's Center	908 West Monroe Street	West Las Vegas, Nevada 89106	1
Pershing County Library	1125 Central Street	Lovelock, Nevada 89419	1
Rural Clinics	61 Willow Street, Suite #7	Mesquite, Nevada 89024	1

<b>Location</b>	<b>Address</b>	<b>City</b>	<b>Number of Sites</b>
Douglas County Library	1625 Library Lane	Minden, Nevada 89423	1
Community Services Agency	1090 East 8th Street	Reno, Nevada 89510	1
Desert Heights Family Resource Center	13948 Mount Bismark	Reno, Nevada 89506	1
Job Opportunities in Nevada, Inc. (JOIN)/Reno	560 Mill Street	Reno, Nevada 89502	1
Nevada Hispanic Services	3905 Neil Road	Reno, Nevada 89502	1
Rehabilitation Office	1325 Corporate Blvd	Reno, Nevada 89502	1
The Ridge House	275 Hill Street, Suite #281	Reno, Nevada 89501	4
State of Nevada's Job Link	3697-D Kings Row	Reno, Nevada 89431	1
State of Nevada's Job Link	4001 South Virginia Street, Ste H-1	Reno, Nevada 89503	1
Step 2	3695 Kings Row	Reno, Nevada 89503	3
Truckee Meadows Community College /Women's Re-Entry Center	4001 South Virginia Street	Reno, Nevada 89502	1
Sierra Recovery Center	972 B Tallac Avenue	South Lake Tahoe, California 96150	2
Northern Area Substance Abuse Council (NASAC)	480 Galletti Way	Sparks, Nevada 89431	1
Sparks Family Resource Center	1665 Sullivan Lane	Sparks, Nevada 89431	1
State of Nevada's Job Link	2010 Oddie Blvd.	Sparks, Nevada 89431	1
Sun Valley Family Resource Center	115 West Sixth Avenue	Sun Valley, Nevada 89433	1

<b>Location</b>	<b>Address</b>	<b>City</b>	<b>Number of Sites</b>
Humboldt County Library - McDermitt Branch	85 East Fifth Street	Winnemucca, Nevada 89445	1
Job Opportunities in Nevada, Inc. (JOIN)/Winnemucca	705 East 4th Street	Winnemucca, Nevada 89445	1
State of Nevada's Job Link	475 W. Haskell Street	Winnemucca, Nevada 89445	1
Fernley County Library	20 Nevin Way	Yerington, Nevada 89447	1

**Pending Sites**

-Economic Development Authority of Esmeralda and Nye Counties	Tonopah, Nevada	
-Northern Nevada Juvenile Correctional Facility	Silver Springs, Nevada	
-Community College of Southern Nevada	Charleston Campus	Las Vegas, Nevada
	Cheyenne Campus	Henderson, Nevada
	Henderson Campus	

**TOTAL SITES STATEWIDE**

**72 Currently Operational**

**5 Pending**

E. Workforce Investment Act State Compliance Policies:

1.1 Establishing Local Workforce Investment Boards

1.6 Eligibility for Adult & Dislocated Worker Employment & Training Activities

1.7 Priority of Services

1.8 Core, Intensive and Training Services

1.9 Individual Training Accounts

1.12 Selections of Training Service Providers

2.2 Youth Program Design

3.9 Procurement

5.6 Sanctions and Resolution Process

**Workforce Investment Act**  
**State Compliance Policies**

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**SECTION 1.1**

**Establishing Local Workforce Investment Boards**

**January 2000**

**I. GENERAL:**

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- A. The Governor, in partnership with the State Workforce Investment Board, will establish criteria for use by chief elected officials in the appointment of members of the Local Workforce Investment Board in accordance with Section 117(b)(2).
- B. Chief elected officials shall be the appointing authority for the members of the Local Workforce Investment Board (LWIB). [Section 117(c)(1)(A) & ' 661.300(a)]
- C. Chief elected officials shall develop a process for soliciting LWIB nominations and for selecting LWIB members; documentation supporting the nomination/ selection process, including names of all candidates and their qualifications, must be retained.
- D. Representatives from private business or other entities shall be individuals with optimum policy making authority within the employer community and within the entities they represent. [' 661.315(c)]
- E. The Chair of the LWIB must be from the business community. [Section 117(b)(5) and ' 661.320]
- F. A LWIB member may represent more than one partner and/or category as long as appropriate policy requirements and nomination procedures are met.

**II. REQUIRED MEMBERS OF THE LWIB [Section 117 & ' 661.315]:**

**A. Business:**

- 1. Eligible members in the local area who are owners of a business, chief operating officers (CEO), or other individuals with optimum policy making or hiring authority [Section 117 (b)(2)(A)(I)(I & II)];
- 2. These members should have employment opportunities in the local area and should be appointed by business organizations and/or trade associations; [Section 117 (b)(2)(A)(I)(II)]
- 3. A majority of the LWIB members must be from local businesses. [Section 117(b)(2)(A)(I)(II) & (III)]

**B. Education:**

1. This category must have two or more members [ ' 661.315(a)];
2. Eligible members include representatives from local educational entities/agencies, local school boards, adult education and literacy entities, post secondary educational institutions (e.g., Community Colleges) [Section 117 (b)(2)(A)(ii)];

3. Members must be nominated by regional or local educational agencies, institutions or organizations. [Section 117 (b)(2)(A)(ii)]

**C. Labor:**

1. This category must have two or more members [ ' 661.315(a)];
2. The chief elected officials shall solicit nominations for labor representatives from local labor councils or union organizations or in the absence of these organizations in the local area other representatives of employees may be selected. [Section 117 (b)(2)(A)(iii) and ' 661.315(e)]

**D. Community Based Organizations (CBO):**

1. This category must have two or more members [ ' 661.315(a)];
2. Eligible members include representatives of community based organizations, including those who represent individuals with disabilities and veterans [Section 117 (b)(2)(A)(iv)];
3. The chief elected officials shall solicit nominations from a wide variety of CBOs with expertise in workforce development or human services.

**E. Economic Development:**

1. This category must have two or more members [ ' 661.315(a)];
2. The chief elected officials shall solicit nominations from both public and private local economic development agencies. [Section 117 (b)(2)(A)(v)];

**F. The chief elected officials may select for membership other individuals or representatives**

of other entities, including those representing individuals with multiple barriers to employment and other special populations. [ ' 661.315(b)].

**G. One-Stop Partners: required partners shall include entities that carry out programs or activities described in Section 121 (b)(1)(B).**

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1. Required Members:

a. Department of Employment, Training and Rehabilitation (DETR) programs and activities:

- I) Vocational Rehabilitation
- ii) Veterans Programs (USC Chapter 41 of Title 38)
- iii) Wagner Peyser Act
- iv) Migrant and Seasonal Farm Workers
- v) Unemployment Insurance Services
- vi) Trade Adjustment Assistance (TAA) and NAFTA
- vii) Welfare to Work Programs
- viii) WIA Title I (Adults, Dislocated Workers and Youth Services)

b. Other Programs/Activities:

- I) Carl D. Perkins Vocational and Applied Technology Education Act
- ii) Community Services Block Grant Act
- iii) Department of Housing and Urban Development (HUD)
- iv) Title V of the Older Americans Act of 1965
- v) Social Security Act [Section 403(a)(5)]
- vi) Adult Education and Literacy [authorized under title II]
- vii) Job Corps
- viii) Native American programs

2. Additional One-Stop Partners: in addition to the partners outlined in G. 1. a. & b. above, other entities that carry out a human resource programs described in Section 121 (b)(1)(B) may be represented if the LWIB and chief elected officials approve their participation and if they:

- a. Can provide the services described in Section 134(d)(2) through the one-stop delivery system that are applicable to such programs; and



- b. Participate in the operation of such system consistent with the terms of the memorandum of understanding (MOU) described in Section 121 (c).
- 3. A mandatory partner that elects not to enter into a MOU between the other one-stop partners and the LWIB after good faith efforts, may forfeit the right to be a partner board member.

## Workforce I

### III. CERTIFICATION OF BOARD [Section 117(c)(2) and ' 661.325]:

- A. The Governor shall certify a Local Workforce Investment Board for each designated workforce investment area every two (2) years. Certification shall be based on compliance with requirements of Section 117(2) and Nevada's State Plan [ ' 661.325].
- B. For initial and subsequent certification the LWIB must submit a written request to the lead state agency thirty (30) calendar days prior to the beginning of the two year period and should including the following information/documentation:
  - 1. Membership Information: LWIB must maintain and provide a current membership list including: name of members, titles, business address/phone numbers along with a brief description of members' functional employment responsibilities and his/her qualification, plus members' term of appointment (including beginning and ending dates) and indicate any board positions held. This information will be used to determine compliance with the Act regarding composition of the board;
  - 2. Statements confirming:
    - a. That the LWIB has a signed and dated Statement of Financial Interest form for each board member on file.
    - b. A youth council has been established in compliance with the Act.
    - c. An incumbent worker council has been established providing funding permits.
  - 3. A fully executed copy of the chief elected officials (CEO) agreement [Section 117 (c)(1)(B)(I)] which describes how the LEOs of units of local government in the area will carry out their respective roles. (Refer to Section 1.5 of this policy for additional information on the minimum requirements for this agreement);
  - 4. LWIB Bylaws which must include a conflict of interest clause that is in compliance with paragraph IX of this policy and quorum guidelines for both the LWIB and any permanent councils.

5. Statement confirming that LWIB has staff independent of programs, program management and service delivery.

**IV. DECERTIFICATION OF THE BOARD [Section 117(c)(3)]:**

**Workforce I**

- A. The Governor may decertify a LWIB, at any time, after providing notice and an opportunity for comment for:
  1. Fraud, abuse, failure to carry out functions per Section 117 (c)(3)(A);
  2. Failure to meet the local performance measures for the local area for two (2) consecutive years per Sections 117(c)(3)(ii) and 136(h).
- B. If the current LWIB is decertified, the Governor may require a new LWIB be appointed and certified pursuant to a reorganization plan developed by the Governor, in consultation with chief elected officials, and in accordance with the criteria established under Section 117(b)(1&2). [Section 117 (c)(3)(C)]

**V. CHIEF ELECTED OFFICIALS AGREEMENT [Section 117(c)(1)(B)(I)(I) shall include, at a minimum, the following:**

- A. Respective roles and responsibilities of the chief elected officials including the appointment of the members of the LWIB.
- B. The specific role and responsibilities of the LWIB and its members.
- C. Financial responsibility including financial responsibility among the officials.
- D. Specific responsibilities regarding oversight of workforce activities in the local area, in cooperation with the LWIB.
- E. Time frame of the agreement.

**VI. YOUTH COUNCIL [Section 117 (h) and ' 661.335]:**

- A. The LWIB, in cooperation with chief elected officials, shall appoint a council, on or before July 1, 2000, whose members have a special interest or expertise in youth. The council will be a subgroup of the LWIB. [Section 117 (h)(1) and ' 661.335(a)]
- B. The chair of the council shall be selected from its membership.

- C. Members of the Council shall include representatives from [Section 117(h)(2)(A&B) and ' 661.335(b)(1)through (6) and (c)]:
1. LWIB with special interest or expertise in youth policy;
  2. Youth service agencies, including juvenile justice and local law enforcement;
  3. Local public housing authorities;
  4. Parents of eligible youth seeking assistance under Subtitle B of Title I of WIA;
  5. Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;
  6. Sierra Job Corps Center; and
  7. Other individuals as the chair of the LWIB, in cooperation with chief elected officials, deem appropriate.
- D. Members of the council who are not members of the LWIB will be voting members of the Council and nonvoting members of the LWIB. [' 661.335(d)]
- E. Duties of the youth council [Section 117(h)(4)(A) through (D) and ' 661.340]:
1. Develop the portions of the local plan relating to eligible youth, as determined by the chair of the LWIB;
  2. Subject to the approval of the LWIB and consistent with Section 123;
    - a. Recommend eligible providers of youth activities, to be awarded grants or contracts by the LWIB on a competitive basis LWIB to carry out the youth activities;
    - b. Conduct oversight with respect to the eligible providers of youth activities in the local area.
  3. Coordinate youth activities authorized in the local area under Section 129; and
  4. Any other duties determined to be appropriate by the chair of the LWIB.
- F. Alternative Entity: LWIB may use any local entity, including a local council, regional workforce development board or similar entity that [Section 117 (h)(4)(D)(I)((1)(A)

through (D)]

1. Was established to service the local area and was in existence on December 31, 1997;
2. Was established pursuant to Section 102 of the Job Training Partnership Act, as in effect on December 31, 1997 or is substantially similar to the LWIB described in

Workforce I

Section 117(h)(4)(D)(I)(1)(C)];

3. Includes local representatives of business and labor/employees organizations [Section 117 (h)(4)(D)(I)(D)(I)(I)]; and,
4. Any other membership requirements established by the LWIB.

**VII. INCUMBENT WORKER COUNCIL:**

- A. Each LWIB, in cooperation with chief elected officials, shall establish and appoint the members of an incumbent worker council, which will be an advisory group to the LWIB.
- B. Members shall include representatives from:
  1. Labor (minimum of 33% of the total membership);
  2. Department of Employment, Training and Rehabilitation;
  3. Economic development entities;
  4. Local businesses;
  5. And other individuals the LWIB chair and chief elected officials determine to be appropriate.
- C. Council chair shall be a voting member of the LWIB; council members not on the LWIB will be nonvoting members of the LWIB.
- D. The LWIB must submit a membership list for the Council and their sector affiliation to the lead state agency.
- E. The Council's primary function is to develop and recommend a plan of service and activities essential for the achievement of the upward mobility and job retention. The plan will be included in the local workforce investment plan.

**VIII. VACANCIES ON BOARD/COUNCILS:**

- A. All vacancies must be reported to the lead state agency within fifteen (15) calendar days of the vacancy.
- B. All vacancies in the business, education, labor, community based organizations and economic development sectors must be filled within ninety (90) calendar days; vacancies of mandatory partners must be filled within sixty (60) calendar days; written requests for extensions will be accommodated if good cause can be demonstrated.

## Workforce I

### **IX. CONFLICT OF INTEREST [Section 117(g)(1 & 2)]:**

- A. Each LWIB shall adopt in its bylaws conflict of interest standards which meet the minimum standards set in this section; these standards shall apply to all board members (voting and non-voting).
- B. The lead state agency will provide technical assistance upon request from LWIBs concerning conflict of interest standards to avoid compliance violations.
- C. LWIB members are:
  - 1. Prohibited from entering into discussion or voting on a matter where he/she has a conflict of interest;
  - 2. Prohibited from receiving any direct financial benefit from any resulting contract which he/she participated in the development of Invitations for Bid (IFB), Request for Proposals (RFP), contract specifications/standards; board discussion/decision related to specific terms of a contract; or other bid processes leading to the award of a contract;
  - 3. Any LWIB member, including One-Stop partner(s), who significantly participated in the development of contract specifications, is prohibited from bidding on those contracts or supervising staff who will be paid from this award;
  - 4. To file (along with their spouse) a statement of economic interest with the LWIB when they become a member and annually, thereafter:
  - 5. To disclose a potential or actual conflict of interest to the LWIB as soon as the conflict is discovered and, to the extent possible, before the agenda for taking action on the

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matter is prepared. If conflict is discovered during a meeting, members must verbally declare a conflict and such declaration must be clearly noted in the minutes.

- D. If a contract is awarded or a purchase is made by the LWIB involving a board member or the entity he/she represents, the board must justify the terms and conditions of the contract or purchase. The LWIB must submit to the lead state agency documentation that the

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**Workforce I**

award/purchase was adequately bided or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.

**Workforce Investment Act  
State Compliance Policies**

**Eligibility for Adult and Dislocated Worker Employment and  
SECTION 1.6 Training Activities January 2000**

**I. ELIGIBILITY REQUIREMENTS FOR CORE SERVICES:**

Core services are universally available to all adults and dislocated workers.

**II. ELIGIBILITY REQUIREMENTS FOR INTENSIVE SERVICES:**

- A. To be eligible for intensive services, individuals must, [ 663.220]
1. Be 18 years of age or over [ 663.110];
  2. Comply with Selective Service legislation by providing documents to demonstrate compliance with Selective Service requirements; [Workforce Investment Act Letter (WIAL) #3-99]
  3. Comply with citizenship and eligibility to work requirements by providing documents necessary to validate the same; and [WIAL #3-99]

4. Provide documentation of Social Security Number.
- B. In addition to meeting the requirements of paragraph II.A. above, meet one of the two eligibility categories: [ ' 663.220]
1. Be unemployed, and
    - a. Have received at least one core service and have been unable to obtain employment through core services; and
    - b. Must be determined by the One-Stop Operator to be in need of intensive services in order to obtain employment; or
  2. Be currently employed, and
    - a. Have received at least one core service; and
    - b. Must be determined by the One-Stop Operator to be in need of intensive services in order to obtain employment or retain employment according the criteria for self-sufficiency determined by LWIB. This criteria must, at a minimum, define self-sufficiency as employment that pays at least the lower living standard income level according to the most recent definition published by the Department of Labor. [Section 101 (24), ' 663.230]
  3. LWIBs may adopt additional criteria for intensive services.

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### **III. ELIGIBILITY REQUIREMENTS FOR TRAINING SERVICES:**

To be eligible for training services, employed or unemployed individuals must: [ ' 663.310]

1. Have met the eligibility requirements for intensive services;
2. Have received at least one intensive service, and have been determined by the case manager to be unable to obtain or retain employment through such services;
3. After an interview, evaluation, or assessment, and case management services, have been determined and documented to be in need of training services and to have the skills and qualifications necessary to successfully complete the selected training program;
4. Select a program of training services that is directly linked to the employment opportunities either in the local area or in another area to which the individual is willing to relocate;
5. Be unable to obtain grant assistance from other sources to pay the costs of training, including Federal Pell Grants established under Title IV of the Higher Education Act of 1965, or require WIA assistance in addition to other sources of grant assistance,

including Federal Pell Grants (see State Policy on Coordination of WIA funds with other Federal Programs): [ ' 663.320(b)(c)] OR

6. For individuals referred to training services targeted towards special participant populations that face multiple barriers to employment, the following eligibility criteria apply:

- a. The individual must meet the low-income eligibility criteria defined in Section 1.7,

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Priority of Services and meet one or more of the following criteria: [Section 134(d)(4)(G)(iv)]

- (I) Have substantial language or cultural barriers;
- (ii) Be an offender; or
- (iii) Be a homeless individual.

#### **IV. ELIGIBILITY REQUIREMENTS FOR SUPPORTIVE SERVICES AND NEEDS RELATED PAYMENTS**

- A. Supportive services may only be provided to adults and dislocated workers when they are: [ ' 663.805]

1. Participating in core, intensive or training services and unable to obtain supportive services through other programs providing such services; or
2. When supportive services are necessary to enable individuals to participate in Title I, Workforce Investment Systems activities.

- B. Needs related payments may be made only to adults who are: [ ' 663.820]

1. Unemployed and do not qualify for or have ceased qualifying for unemployment compensation; and they are
2. Enrolled in training program services authorized by WIA.

- C. Needs related payments may be made to dislocated workers who are: [ ' 663.825]

1. Unemployed and do not qualify for qualifying for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA; and they are
2. Enrolled in WIA training program services by the end of the 13th week after the most recent layoff that resulted in a determination of their eligibility as a dislocated worker; or
  - a. If later than the 13th week, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; or
  - b. Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA.

#### **V. ELIGIBILITY REQUIREMENTS FOR DISLOCATED WORKER SERVICES:**

- A. To be eligible for dislocated worker intensive and training services, an individual must, in addition to meeting the eligibility requirements for intensive or training services as defined



in Sections II and III of this policy, meet one or more of the following eligibility requirements: [Section 101 (9), ' 663.115]

1. The Individual:

- a. Has been terminated or laid off, or has received a notice of termination or layoff, from employment;
- b. Has exhausted entitlement to unemployment compensation, or have been employed

Workforce I

for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law; and

- c. Is unlikely to return to their previous industry or occupation.

- 2. Been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;

- 3. The individual is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;

- 4. The individual is a displaced homemaker under the following eligibility criteria: [' 663.120, Section 101(10)]

- a. Has been providing unpaid services to family members in the home, and
- b. Has been dependent on the income of another family member but is no longer supported by that income; and

- c. Is unemployed or underemployed and is experiencing difficulty upgrading or obtaining employment.

- 5. The individual is self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of:

- a. Natural disasters including; or
- b. General economic conditions in the community in which the individual resides.

- B. LWIBs may establish additional policies and procedures for determining an individual's eligibility as a dislocated worker to include what constitutes a general announcement of a plant closing. These may include definitions for eligibility requirements in IVA.6 consistent with WIA Section 101(9). [' 663.115(b)]

**VI. REGISTRATION AND ELIGIBILITY DETERMINATION:**

- A. All individuals receiving services other than core services must be registered and determined eligible. This information may be collected by using any of the following methods: [' 663.105(a)(b)]

- 1. Electronic data transfer;
- 2. Personal interview; or

3. Individual application.

- B. All information required by federal, state, and local reporting requirements must be collected for each individual receiving services other than core, including documentation of each eligibility requirement for the types of service the individual has received. Documentation items and information for certain eligibility requirements are outlined in tables on following pages:

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**INTENSIVE SERVICES**  
(Adult and Dislocated Worker Services)

<b>ELIGIBILITY CRITERIA</b> (Adult and Dislocated Worker Services)	<b>ACCEPTABLE DOCUMENTATION</b>
A. Citizen/eligible to work	1. Birth Certificate

Workforce I

	<ol style="list-style-type: none"> <li>2. Alien Registration Card [Most common forms I-551, and I-94]</li> <li>3. US Passport</li> <li>4. I-9 (Immigration Form)</li> <li>5. Public Assistance Records, etc.</li> </ol> <p><i>Note: For electronic registration, the user must submit document identification numbers.</i></p>
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B. Social Security No.	<ol style="list-style-type: none"> <li>1. SS Card</li> <li>2. Pay Stub, etc.</li> </ol> <p><i>Note: For electronic registration, the user must submit Social Security Number.</i></p>
C. Selective Service	<ol style="list-style-type: none"> <li>1. SS Registration Card</li> <li>2. Acknowledgment letter, etc.</li> </ol> <p><i>Note: For electronic registration, the user must certify that he meets the requirements of Selective Service (if applicable).</i></p>
D. Birth Date/Age	<ol style="list-style-type: none"> <li>1. Birth Certificate</li> <li>2. Driver's License</li> <li>3. US Passport</li> <li>4. Work Permit</li> <li>5. Public Assistance Records</li> <li>6. School Records, etc.</li> </ol> <p><i>Note: For electronic registration, the user must submit birth date.</i></p>

<b>TRAINING SERVICES-SPECIAL PARTICIPANT POPULATIONS</b> (Adult and Dislocated Worker Services)
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ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
A. Special participant populations (if applicable): Meet low income eligibility criteria detailed under State Policy Priority of Service, and one of more of the following:	
1. Individuals with substantial language or cultural barriers	<ol style="list-style-type: none"> <li>1. Self Certification</li> <li>2. English as a Second Language Evaluation</li> </ol>
2. Offenders	<ol style="list-style-type: none"> <li>1. Prison Records</li> <li>2. Prison Identification</li> <li>3. Other Documentation from a Corrections Agency</li> </ol>
3. Homeless individuals	Written statement from social service agency, shelter, individual providing temporary shelter

<b>DISLOCATED WORKER SERVICES</b>
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ELIGIBILITY CRITERIA	ACCEPTABLE DOCUMENTATION
A. Has been terminated or laid off, or has  <div style="text-align: right;">rece ived a</div>	<ol style="list-style-type: none"> <li>1. Documentation from Employer</li> <li>2. Unemployment Insurance Records</li> </ol>

Workforce I

	notice of termination or	
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Workforce I

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Workforce I

	emp loy men t; and	
1. Is unlikely that the individual will		1. Job Orders from ES Records [DOTS/AS--TIPF4)

Workforce I



return to his/her previous industry or occupation	<ol style="list-style-type: none"> <li>2. Documentation of Unemployment Insurance Exhaustion</li> <li>3. Involuntary Separation from Military Service</li> <li>4. Labor Market Data/Supply and Demand Information (OIS)</li> <li>5. Certificate of Expected Separation</li> </ol>
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Workforce I

B. Is eligible for or must have exhausted entitlement to unemployment compensation; or	<ol style="list-style-type: none"> <li>1. Individual Unemployment Insurance Records</li> <li>2. Profiled Client/Referral Form (Department of Employment, Training and Rehabilitation/Employment Security Division (DETR/ESD Form))</li> </ol>
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<del>1. Have been employed for a duration</del>	<del>1. Pay Stubs</del>
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Workforce I

sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a State unemployment compensation law	<ol style="list-style-type: none"> <li>2. Letter from Company</li> <li>3. Individual Unemployment Insurance Records</li> <li>4. W2 Records</li> <li>5. Tax Returns</li> </ol>
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**Workforce I**

C. Has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;	<ol style="list-style-type: none"> <li>1. Letter from Company</li> <li>2. Newspaper Article</li> <li>3. Employment Security Division Records</li> </ol>
D. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days;	<ol style="list-style-type: none"> <li>1. Letter from Company</li> <li>2. Newspaper Article</li> <li>3. Employment Security Division Records</li> </ol>
E. Displaced Homemaker	<ol style="list-style-type: none"> <li>1. Tax Returns</li> <li>2. Social Security Documents</li> <li>3. Death Notice</li> <li>4. Legal Separation</li> <li>5. Divorce Decree</li> <li>6. Public Assistance Records / UI Records</li> </ol>
F. Self-Employed Status	<ol style="list-style-type: none"> <li>1. Records of Business Closure</li> <li>2. Tax Returns</li> <li>3. Business License</li> <li>4. News Articles on the State of the Local Economy or Natural Disaster</li> </ol>

**Workforce Investment Act  
State Compliance Policies**

**SECTION: 1.7**

**Priority of Services**

**January 2000**

**I. CRITERIA FOR PRIORITY OF SERVICES:**

A. Local Workforce Investment Boards shall provide a determination of fact that funds allocated to a local area for provision of adult employment and training activities is limited, necessitating the prioritization of intensive and training services. This determination shall be submitted as part of the Local Workforce Plan or in subsequent modifications, as appropriate, and shall demonstrate that the Local Workforce Investment Board considered the following criteria [<sup>1</sup> 663.600, Section 134(d)(4)(E)]:

1. The availability of funds other than Title I adult funds for providing employment and training-related services in the local area;

2. The employment and training needs of specific groups targeted for service by the Local Board; and
3. Any other factors used by the Local Board in making the determination.

**II. ELIGIBILITY FOR PRIORITY SERVICES [ ' 663.600(c), Section 101(25)]:**

Workforce I

- A. Individuals who are recipients of public assistance or are low-income individuals, must receive priority for intensive and training services when the Local Board determines that funds allocated to a local area for adult employment and training activities are limited. A low-income individual is defined as one who:
1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
  2. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for intensive or training services (exclusive of unemployment compensation, child support payments, payments and old-age and survivors insurance received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of-
    - a. the poverty line (*State will issue annually*); or
    - b. 70 percent of the lower living standard income level (*State will issue annually*);
  3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved, to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
  4. Qualifies as a homeless individual as defined in subsections (a) and 8 of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); or
  5. Is a foster child on behalf of whom State or local government payments are made;
  6. An individual with a disability whose own income meets the requirements described in 1 or 2 above still qualifies as low-income even if the individual's family does not meet those requirements. [ ' 663.640]
- B. Eligibility Documentation for Low Income Individuals:

LOW INCOME: PRIORITY OF SERVICES	
1. Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;	1. Copy of public assistance records/check 2. Food stamp card/receipt 3. Public assistance records, etc.

Workforce I

LOW INCOME: PRIORITY OF SERVICES	
2. Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for intensive or training services (exclusive of unemployment compensation, child support payments,	1. Pay stubs 2. Public assistance/social agency records 3. Most recent tax return 4. Birth certificate(s) 5. Telephone verification from Social

Workforce I

LOW INCOME: PRIORITY OF SERVICES	
<p>payments and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of--</p> <p>a. the poverty line; or</p>	<p>Security office</p>

Workforce I

<b>LOW INCOME: PRIORITY OF SERVICES</b>	
b. 70 percent of the lower living standard income level;	
3. Is a member of a household that receives (or has been determined within the 6-month period prior to application for the	<ol style="list-style-type: none"> <li>1. Food stamp card/receipt</li> <li>2. Public assistance records, etc.</li> </ol>

Workforce I



<b>LOW INCOME: PRIORITY OF SERVICES</b>	
program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);	
4. Qualifies as a homeless individual as defined in subsections (a) and <b>8</b> ) of	Written statement from social service agency,

Workforce I

LOW INCOME: PRIORITY OF SERVICES	
section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);	shelter, individual providing temporary shelter
5. Is a foster child on behalf of whom State or local government payments are made;	<ol style="list-style-type: none"> <li>1. Court documentation</li> <li>2. Written statement from state/local agency</li> </ol>

Workforce I

LOW INCOME: PRIORITY OF SERVICES	
	3. Medical card, etc.
6. An individual with a disability	1. School records; 2. Social service records/referral

Workforce I

LOW INCOME: PRIORITY OF SERVICES	
	3. Physicians statement

Workforce I

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**Workforce Investment Act  
State Compliance Policies**

**SECTION 1.8**

**Core, Intensive and Training Services**

**January  
2000**

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Workforce I

**I. CORE SERVICES:**

- A. The following core services may be provided to eligible adults and dislocated workers by One-Stop operators or through providers approved by the Local Workforce Investment Board: [ 662.240, Section 134(d)(2)]
1. Outreach, intake (which may include worker profiling), and orientation to the information and other services available through the One-Stop delivery system;
  2. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
  3. Job search and placement assistance;
  4. Career counseling;
  5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including:
    - a. Job vacancy listings in such labor market areas;
    - b. Information on job skills necessary to obtain employment;
    - c. Information relating to local occupations in demand and the earnings and skill requirements for such occupations; and
  6. Provision of performance information and program cost information on eligible providers of training services, eligible providers of youth activities, providers of adult education, providers of postsecondary vocational education activities and vocational education activities available to school dropouts;
  7. Provision of information regarding how the local area is performing on the local performance measures and any additional performance information with respect to the One-Stop delivery system in the local area;
  8. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate;
  9. Provision of information regarding filing claims for unemployment compensation;
  10. Assistance in establishing eligibility for:
    - a. Welfare-to-work activities;

- b. Programs of financial aid assistance for training and education programs that are not funded under WIA and are available in the local area; and
11. Follow-up services, including counseling regarding the workplace, for individuals receiving core services and placed in unsubsidized employment, for not less than 12 months after the first day of the employment.

## Workforce I

### II. INTENSIVE SERVICES:

A. The following intensive services are available if the individual is unable to obtain employment through core services and may be provided to eligible adults and dislocated workers by One-Stop operators or through providers approved by the Local Workforce Investment Board: [ 663.210, Section 134(d)(3)(C)]

1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include--
  - a. Diagnostic testing and use of other assessment tools; and
  - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
2. Development of an Individual Employment Plan (IEP), to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals;
3. Group counseling;
4. Individual counseling and career planning;
5. Case management for participants seeking training services;
6. Short-term pre-vocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
7. Out of area job search assistance;
8. Literacy activities related to basic workforce readiness;
9. Relocation assistance;
10. Internships;
11. Work Experience

**Note:** Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. A work experience workplace may be in the private for-profit sector, the non-profit sector, or the public sector. [ 663.200(b)]

### III. TRAINING SERVICES:

A. The following training services may be provided to eligible adults and dislocated workers through eligible providers approved by the Local Workforce Investment Board: [ ' 663.300, Section 134(d)(4)(D)]

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training; [Section 1.14]
3. Programs that combine workplace training with related instruction, which may include cooperative education programs;
4. Training programs operated by the private sector;
5. Skill upgrading and retraining;
6. Entrepreneurial training;
7. Job readiness training;
8. Adult education and literacy activities provided in combination with services described in 1 through 7 above;
9. Customized training, and
10. Other training services authorized by the Local Workforce Investment Boards.

B. Training services are limited to participants who are unable to obtain grant assistance from other sources to pay the costs of their training or who require assistance beyond that available under grant assistance from other sources to pay the costs of the training activity.[ ' 663.320]

1. One-Stop operators must coordinate the uses of all available training funds and make funding arrangements with One-Stop partners. Training providers must consider the availability of Pell Grants and other sources of grants to pay for training costs, so that WIA funds supplement other sources of training grants. [ ' 663.320(b)]
2. An individual receiving training services may enroll in WIA-funded training while his/her application for a Pell Grant is pending as long as the One-Stop operator has made arrangements with the training provider and the individual regarding allocation of the Pell Grant, if it is subsequently awarded. In that case, the training provider must reimburse the One-Stop operator the WIA funds used to underwrite the training for the amount the Pell Grant covers. Reimbursement is not required from the portion of Pell Grant assistance disbursed to the WIA participant for education-related expenses. [ ' 663.3208 Section 134(d)(4)(B)]

C. Training services must be directly linked to occupations that are in demand in the local area, or into another area to which the individual receiving training services is willing to relocate. In addition to published demand occupations, the local board may approve additional

Workforce I

training services for occupations determined by the local board to be sectors of the economy that have a high potential for sustained demand or growth in the local area.[Section 134(d)(4)(G)(iii)]

- D. All training services must be provided in a manner that maximizes informed consumer choice in selecting an eligible provider. Each Local Board, through the One-Stop center, must make available to customers the State list of eligible training providers [Section 1.12].

## Workforce I

The list will include a description of: [134(d)(4)(F)]

1. The programs through which the providers may offer the training service;
2. The information identifying eligible providers of on-the-job training and customized training; and
3. The performance and cost information about eligible providers of training services:

An individual who has been determined eligible for training services may select a provider from the State eligible provider list after consultation with a case manager. Unless the program has exhausted funds for the program year, the One-Stop operator must refer the individual to the selected provider, and establish an Individual Training Account (ITA) for the individual to pay for the selected course of training. A referral may be carried out by providing a voucher or certificate to the individual to obtain the training. [ ' 663.440]. State policies relating to supportive services and needs related payments are indicated in Section 1.15.

### IV. USE OF INDIVIDUAL TRAINING ACCOUNTS:

- A. Contracts may be used to provided training services in place of individual training accounts when: [ ' 663.430, Section 134(d)(4)(G)(ii)]
1. The training service provided is on-the-job training (OJT) or customized training.
  2. The local board determines if there are an insufficient number of eligible providers of training services in the local area involved (such as in a rural area) to accomplish the purposes of a system of ITAs.
  3. The Local Board determines that there is a training services program of demonstrated effectiveness offered in the local area by a community-based organization or another private organization to serve special participant populations that face multiple barriers to employment. Eligibility Section 1.6, eligibility categories for multiple barriers to employment.
- B. Limits on the duration and amounts of individual training accounts as detailed in Section 1.9 and in Local Board criteria must be observed.



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**Workforce Investment Act  
State Compliance Policies**

**SECTION 1.9**

**Individual Training Accounts**

**January 2000**

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Workforce I

**I. GENERAL:**

- A. Individual Training Accounts (ITA) are established on behalf of an eligible individual to finance training services. [ ' 663.400]
- B. WIA Title I adults and dislocated workers will select from the list of eligible training providers who best meet their needs in consultation with their case manager. [ ' 663.410]
- C. Training shall be directly linked to occupations that are in demand in the local area or in another area if the adult or dislocated worker is willing to relocate. The LWIB may approve training services for occupations they determine to have a high potential for sustained demand or growth in the local area. [Section 134(d)(4)(G)(iii)]
- D. ITAs will be available through the one-stop delivery system with the exceptions listed in paragraph VI of this section. [134(d)(4)(G)(ii)(I)]

**II. ELIGIBILITY FOR INDIVIDUAL TRAINING ACCOUNTS:**

WIA funding for training is limited to eligible participants who:

- 1. Are unable to obtain grant assistance from other sources to pay the costs of their training; or
- 2. Require assistance beyond that available under grant assistance from other sources to pay the costs of such training.

**III. PAYMENTS OF ITAS [ ' 663.410]:**

- A. Payments may be made in a variety of ways, including electronic transfer of funds through financial institutions; vouchers or other appropriate methods.
- B. The LWIB will determine when payments will be made including incrementally or at different points in the training.

**V. LIMITATIONS ON ITAs:**

- A. The LWIB may impose limitations on the dollar amount and/or duration based upon criteria established by the board. [ ' 663.420(a)]
- B. There may be a limit for an individual participant that is based on their needs as identified in the Individual Employment Plan (IEP); or the LWIB may establish a range of amounts and/or a maximum amount applicable to all ITAs. [ ' 663.420(b)(1&2)]
- C. Any limitations established by the LWIB must be described in the Local Plan and must ensure that training services are provided in a manner that maximizes customer choice in the selection of an eligible training provider. [ ' 663.420(c)]

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**V. ITAs FOR YOUTH [ ' 664.510] :**

- A. ITAs are not allowed for youth except for those individuals age 18 and above, who are eligible for training services under the adult and dislocated worker. program [ ' 664.500].
- B. To the extent possible, in order to enhance youth participant choice, youth participants should be involved in the selection of educational and training activities.

**VI. OTHER MECHANISMS FOR PAYMENT [ ' 663.430 (a) & (b)]:**

Contracts for services may be used instead of ITAs when the LWIB has requested and received a waiver for one of the following three exceptions:

1. When the services provided are on-the-job training (OJT) or customized training;
2. When the LWIB determines that there are an insufficient number of eligible providers in the local area to accomplish the purpose of an ITA system. The local plan must describe the process for selection of providers under a contract for services system. This process must include a public comment period for interested providers of at least thirty (30) days;
3. When the LWIB determines that there is a training program of demonstrated effectiveness offered in the area by a community-based organization (CB)) or another private organization to service special participant populations that face multiple barriers to employment as described in ' 663.430 (b). The LWIB must develop criteria to be used in determining demonstrated effectiveness, particularly as it applies to the special participant population to be served. The criteria may include:
  - a. Financial stability of the organization;
  - b. Demonstrated performance in measures appropriate to the program;
  - c. How the specific program relates to the workforce investment needs identified in the local plan.

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**Workforce Investment Act  
State Compliance Policies**

**SECTION: 1.12**

**Selection of Training Service Providers**

**January 2000**

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**I. ELIGIBLE PROVIDERS OF TRAINING SERVICES** [ ' 663.505, Section 122]

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- A Eligible providers of training services are those entities eligible to receive Workforce Investment Act Title I-B funds to provide training services to adult and dislocated workers. Local Boards, in partnership with the state, identify training providers whose performance qualifies them to receive WIA funds to train adults and dislocated workers.
- B In order to provide training services to eligible adults and dislocated workers, a provider must be:
1. A postsecondary educational institution that is eligible to receive federal funds under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.) and provides a program that leads to an associate degree, baccalaureate degree, or certificate;
  2. A community-based organization;
  3. An entity that carries out programs under the National Apprenticeship Act (50 Stat. 664, chapter 663; 29 U.S.C. 50 et seq.); or
  4. Another public or private provider of a program of training services.
  5. Local Boards, if they meet the conditions of State Policy Section 1.3 [Section 117 (f)(1)(B)].
  6. Community-based organizations and other private organizations approved by the Local Board to provide training to special participant populations that face multiple barriers to employment, per State Policy Section 1.3 [ ' 663.590].
- C Training providers must provide a program of training services through one or more courses or classes that, upon successful completion, leads to: [ ' 663.508]
1. A certificate, an associate degree, or baccalaureate degree; or
  2. A competency or skill recognized by employers or a training regimen that provides individuals with additional skills or competencies generally recognized by employers.

**II. INITIAL ELIGIBILITY DETERMINATION** [ ' 663.515, Section 122(b)]:

- A To be initially eligible to receive adult or dislocated worker training funds, a postsecondary educational institution and an entity carrying out apprenticeship program training meeting the definition of section I(B)(1-2) above must submit an application to the Local Board for the local area in which the provider desires to provide training services. This application must describe each program of training services the provider will be offering to eligible adults and dislocated workers and include any other information required by Local Boards. [ ' 663.515(a)]
- B Local Boards shall determine the procedures for making an application for initial eligibility. These Local Board procedures will specify the timing, manner, and contents of the required application. [ ' 663.515(b)]
- C For entities other than those described in section IIIA above, providers will submit the following information to the Local Board for the local area in which the provider desires to provide training services: [ ' 663.515(c), Section 122 (b)(2)]

- ! Organization name, address, telephone and fax number;
- ! Name and title of contact person;
- ! Organization's federal tax identification number;
- ! Type of organization (i.e., private for-profit, private non-profit, public non-profit, government agency, university, school district, community college, post-secondary educational institution, minority-owned business, or female-owned business);
- ! Overview of agency mission and purpose as well as a description of the types of training services for which the agency is applying;
- ! Ancillary services available (i.e., transitional counseling, job placement, resume preparation, budget counseling, or job search assistance);
- ! Description of organizational experience in delivering identified services;
- ! Methods of documenting student attendance;
- ! Indication of eligibility for PELL or other financial assistance;
- ! Indication and documentation of approval by the Nevada State Commission on Post Secondary Education;
- ! Indication and documentation of accreditation by an accrediting entity;
- ! Tuition discounts available to WIA participants;
- ! Willingness to abide by payment and/or reimbursement guidelines and cost limitations designated in the contract with the Local board;
- ! Indication of training facility accessibility requirements of the Americans with Disabilities Act;
- ! Description of agency staffing and administrative structure;
- ! Information regarding the credentials of instructors;
- ! Listing of position titles and anticipated number of openings annually in the local area in positions for in which the agency will train participants;
- ! Identification of the source for the information in the above requirement;
- ! A listing of five employers that employ an individual trained by the organization. Include the a contact name, phone number as well as the name of the employee trained by the training provider,
- ! Length of typical course (hours/week and number of weeks);
- ! Average instructor to student ratio;
- ! Average student to equipment ratio;
- ! Indication as to whether the classes are open entry/exit or taught on a set cycle;
- ! Indication as to whether diplomas or certificates document attainment of skills;
- ! Indication as to whether occupations for which the provider is training require licensure and, if so, is that license offered at the successful completion of training;
- ! Total costs of training courses including tuition, fees, and supplies;
- ! Signature and date of application;
- ! Signatures for all assurances required by state, federal, and local law or regulation, as appropriate; and
- ! If the provider provides a program of training services on the date of the application, the following verifiable information must be reported using the previous year's data:
  - ! The average program completion rates for each training program
  - ! The rates of licensure or certification appropriate to the training program
  - ! The percentage of individuals participating in each training program who obtain unsubsidized employment;
  - ! The percentage of individuals participating in each training program who obtain unsubsidized employment in an occupation related to the program conducted; and
  - ! The wages at placement in employment of all individuals participating in the training program

- D. For entities other than those described in section IIA above, Local Boards shall annually post public notice of requests for qualifications by March 1 with applications due no later than April 1. The Local board will review applications and forward all applications and Board recommendations to the lead state agency for verification of application information. After the lead state agency verifies that the provider meets the criteria for initial eligibility, or after 30 days have elapsed, whichever occurs first, the provider is initially eligible as a provider of training services. The providers submitted under

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section IIA above of this section are initially eligible without State agency review. [ ' 663.515(d) ]

- E. The lead state agency will maintain the eligible provider list by publishing and disseminating any updates to the list within 30 days of a determination effecting provider eligibility or updates to training provider performance and data.

### III. SUBSEQUENT ELIGIBILITY DETERMINATION

- A Training providers shall annually provide verifiable performance information for all adults and dislocated workers whose training is funded in whole or in part under Title I of WIA. Providers that have been determined eligible for more than six months shall submit the following performance information by April 15 of each year to the appropriate Local Board in a manner determined by the Local Board: [ ' 663.530, ' 663.540(a)(1-2), Section 122(d)(1) ]

- ! The average program completion rates for individuals participating in the applicable program conducted by the provider;
  - ! The percentage of all individuals participating in each training program who obtain unsubsidized employment;
  - ! The percentage of individuals participating in each training program who obtain unsubsidized employment in an occupation related to the training program conducted;
  - ! The wages of all individuals participating in the training program at time of placement in employment;
  - ! The retention rates in unsubsidized employment of individuals who have completed the training program, six (6) months after the first day of employment;
  - ! The wages received by participants who have completed the applicable program six (6) months after the first day of the employment involved;
  - ! Where appropriate, the rates of licensure or certification, attainment of academic degrees or equivalents, or attainment of other measurable skills of the graduates of the program
  - ! Information on program costs of the applicable training program; and
  - ! Other performance information required by the Local Board.
- Note:* If the Governor local board requests additional information on program specific information that imposes extraordinary collection costs, training providers must be provided access to a cost-effective method of collecting the information or be provided additional funds from state or local WIA funds, as appropriate. [Section 122 (d)(3)(A)]

- B. In making determinations of whether to retain providers, Local Boards must, in addition to the requirements in IIIA above, take into consideration: [ ' 663.535(f) ]

1. The specific economic, geographic, and demographic factors in the local areas in which providers seeking eligibility are located; and
2. The characteristics of the populations served by providers seeking eligibility, including the demonstrated difficulties in serving such populations, as applicable.

- C. Local Boards may accept program-specific performance information consistent with the requirements for eligibility under Title IV of the Higher Education Act of 1965 if the information is substantially similar to the information required in section IIIA above. [ ' 663.540(d)]
- D. Local Boards must remove a provider program of training, as appropriate, from the local list who: [ ' 663.565(b)(1)]

## Workforce I

- 1. Failed to meet the performance standards established by the State and Local Boards for each performance criteria [ ' 663.535(g)];
- 2. Failed to provide the required performance information; [ ' 663.565(a)]
- 3. Intentionally supplied inaccurate information [ ' 663.565(3)];
- 4. Violated any provision of Title I of the Workforce Investment Act [ ' 663.565(3), Section 122(f)]
- E. Local Boards will submit performance and cost information, as well as determinations of provider retention, to the lead state agency within 45 days from the date that the information is due from providers. If the lead state agency determines, within 30 days from the receipt of information, that the provider does not meet the established State performance levels for the program of training services or is in violation of Section III. D above, the lead state agency will recommend removal of the provider from the list of training providers as appropriate. [ ' 663.535(g)]
- F. A provider who is placed or retained on the list and is not recommended for removal by the designated state agency, shall be considered to be identified as an eligible provider of training services for the program of training services. [ ' 663.535(g)]

### **IV: ~~ON-THE-JOB TRAINING OR CUSTOMIZED TRAINING EXCEPTION~~ [ ' 663.595]**

- A. On-the-job and customized training providers are not subject to the reporting and eligibility requirements of this policy.
- B. For on-the-job and customized training providers, a one-stop operator in a local area shall:
  - 1. Collect required performance information for each provider to include:
    - ⋮ Rate of successful completion of on-the-job/customized training activities;
    - ⋮ Average wage of OJT/customized training recipients;
    - ⋮ 6-month employment retention rates of OJT/customized training recipients;
  - 2. Determine whether the providers meet such performance criteria; and
  - 3. Disseminate information-identifying providers that meet the criteria as eligible providers, and the performance information, through the one-stop delivery system
- C. ~~On-the-job and customized training providers determined to meet the criteria shall be considered to be identified as eligible providers of training services.~~

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**Workforce Investment Act  
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**SECTION: 2.2**

**Youth Program Design**

**January 2000**

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**I. RESPONSIBILITIES OF THE LOCAL WORKFORCE INVESTMENT BOARD (LWIB):**

- A. LWIB must ensure appropriate links to entities that will foster the participation of eligible local area youth. Such links may include connections to [ \* 664.400(c)]:
1. Local area justice and law enforcement officials;
  2. Local public housing authorities;
  3. Local education agencies;
  4. Job Corps representatives; and
  5. Representatives of other area youth initiatives, including those that serve homeless youth and other public and private youth initiatives.
- B. LWIB must ensure that the referral requirements in Section 129(c)(3) for youth who meet the income eligibility criteria are met, including [ \* 664.400(d)]:
1. Providing these youth with information regarding the full array of applicable or appropriate services available through the LWIB, providers found eligible by the board, or One-Stop partners; and
  2. Referring these youth to appropriate training and educational programs that have the capacity to serve them either on a sequential or concurrent basis.
- C. LWIB must ensure that parents, youth participants and other members of the community with experience relating to youth programs, are involved in both the design and implementation of its youth programs. [ \* 664.400(f)]
- D. LWIB must ensure that eligible youth providers refer youth who do not meet the enrollment requirements of a particular program, or who cannot be served by the program, for; a) further assessment, as necessary; or, b) to appropriate programs. [ \* 664.400(e)]

- E. If providers, other than the grant recipient/fiscal agent are used to provide summer youth employment opportunities, LWIB must ensure these providers are selected by awarding a grant or contract on a competitive basis, based on the recommendation of the youth council and on criteria contained in the State Plan [Section 129(c)(2)(C) and ' 664.610]

- F. LWIB may determine how much of available youth funds will be used for summer and for year-round youth activities. [ ' 663.600(c)]

**II. DESIGN FRAMEWORK [Section 129(c)(1) and ' 664.400]:**

- A. The local plan must describe the design framework for youth program design in the local area, and how the ten program elements required in 664.410 are provided.

- B. The design framework of local youth programs must [Section 129(c)(1) and 664.400]:

- 1. Provide an objective assessment of each youth customer, including a review of the academic and occupational skill levels, as well as the service needs, of the youth. The assessment must include a review of:

- a. basic skills;
- b. occupational skills;
- c. prior work experience;
- d. employability;
- e. interests;
- f. aptitudes (including interests and aptitudes for nontraditional jobs);
- g. supportive service needs; and
- h. developmental needs.

**Note:** A new assessment of a customer is not required if the provider determines it is appropriate to use a recent assessment of the customer conducted pursuant to another education or training program [Section 129(c)(1)(A)]

- 2. Develop an individual service strategy for each youth customer that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the individual's assessment.

**Note:** A new service strategy for a participant is not required if the provider determines it is appropriate to use a recent service strategy developed for the individual under another education or training program; [Section 129(c)(1)(B)]

- 3. Provide:

- a. Preparation for postsecondary educational opportunities;



- b. Linkages between academic and occupational learning;
- c. Preparation for employment; and
- d. Effective connections to intermediary organizations that provide strong links to the job market and employers.

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### **III. REQUIRED PROGRAM ELEMENTS [Section 129(c)(2) and ' 664.410]:**

Local programs have the discretion to determine what specific program services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy [ Section 129(c)(2)]. For youth concurrently enrolled in the adult program, the local program operator will determine the appropriate level and balance of youth and/or adult services to ensure services are not being duplicated. [ ' 664.500(b)]

A. The following services must be available to youth participants:

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
2. Alternative secondary school offerings;
3. Summer employment opportunities directly linked to academic and occupational learning;
4. Paid and unpaid work experiences, as described in Section V of this policy, including internships and job shadowing, when the objective assessment and ISS indicate this is an appropriate activity [ ' 664.460 and 664.470];
5. Occupational skill training;
6. Leadership development opportunities., as described in Section V of this policy, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities [ ' ' 664.420 and 664.430];
7. Supportive services, as described in Section V of this policy [ ' 664.440];
8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
9. Follow up services, as described in Section V of this policy [ ' 664.450]; and,
10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as appropriate to the needs of the individual youth.

### **IV. SUMMER EMPLOYMENT OPPORTUNITIES [ ' 664.600]:**

- A. This required program element is not intended to be a stand-alone program but should be integrated into a comprehensive strategy for addressing the youths employment and training needs.

- B. Youths participating in this program must be provided with a minimum of twelve (12) months of follow up services, as required in ' 664.450 [Section 129(c)(2)(C)].

**V. PROGRAM ELEMENTS DEFINED:**

- A. **Leadership Development Opportunities** for youth may include the following [' 664.420]:

1. Exposure to postsecondary educational opportunities;
2. Community and service learning projects;
3. Peer-centered activities, including peer mentoring and tutoring;
4. Organizational and team work training, including team leadership training;
5. Training in decision-making, including determining priorities;
6. Citizenship training, including life skills training such as parenting, work behavior training, and budgeting of resources;
7. Employability; and
8. Positive social behaviors [Section 129(c)(2)(F) and ' 664.430], often referred to as soft skills, are incorporated by many local programs as part of their menu of services which focus on areas that may include, but are not limited to, the following:
  - a. Positive attitudinal development;
  - b. Self esteem building;
  - c. Cultural diversity training; and
  - d. Work simulation activities [Section 129(c)(2)(F)].

- B. **Supportive services** for youth, as defined in WIA section 101(46), may include the following [' 664.440]:

1. Linkages to community services;
2. Assistance with transportation costs;
3. Assistance with child care and dependent care costs;

4. Assistance with housing costs;
5. Referrals to medical services; and

## Workforce I

6. Assistance with uniforms or other appropriate work attire and work-related tool costs, including such items as eye glasses and protective eye gear [Section 129(c)(2)(G)].

C. **Follow Up Services** [ ' 664.450]:

1. All youth participants must receive some form of follow up services for a minimum duration of twelve (12) months. Follow up services may be provided beyond twelve (12) months at the State or Local Board's discretion.
2. The types of services provided and the duration of services must be determined based on the needs of the individual. The scope of these follow up services may be less intensive for youth who have only participated in summer youth employment opportunities [Section 129(c)(2)(I)].
3. Follow up services for youth may include:
  - a. The leadership development and supportive service activities listed in ' ' 664.420 and 664.440;
  - b. Regular contact with a youth participants employer, including assistance in addressing work-related problems that arise;
  - c. Assistance in securing better paying jobs, career development and further education;
  - d. Work-related peer support groups;
  - e. Adult mentoring; and
  - f. Tracking the progress of youth placed in employment after training.

D. **Work Experience** is a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid [ ' 664.460].

1. Work experience workplaces may be in the private- for-profit sector, the non-profit sector or the public sector.
2. Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The purpose is to provide the youth participant with the opportunities for career exploration and skill development and is not to benefit the employer, although the employer may, in fact, benefit from the activities performed by the youth. Work experiences may be subsidized or unsubsidized and may include the following elements:
  - a. Instruction in employability skills or generic workplace skills such as those identified by the Secretary's Commission on Achieving Necessary Skills (SCANS);
  - b. Exposure to various aspects of an industry;
  - c. Progressively more complex tasks;
  - d. Internships and job shadowing;
  - e. Integration of basic academic skills into work activities;

- f. Supported work, work adjustment, and other transition activities;
- g. Entrepreneurship; and
- h. Other elements designed to achieve the goals of work experience.

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**Note:** In most cases, on-the-job training is not an appropriate work experience activity for youth participants under age. Local program operators may choose, however, to use this service strategy for eligible youth, when appropriate, based on the needs identified by the objective assessment of an individual youth participant. [Section 129(c)(2)(D)]

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**SECTION 3.9**

**Procurement**

**January 2000**

Workforce I

**I. GENERAL:**

- A.** Procurement is the process which leads to any award of WIA funds. Procurement actions by LWIBs/Youth Councils and their subrecipients are governed by 29 CFR 95.48, 29 CFR 97.36, Nevada Revised Statutes (NRS), Titles 27, Chapters 332, 333 and State Administrative Manual (SAM) - Chapter 1500 Purchasing. The requirements of WIA law and regulation prevail over the requirements of NRS Chapters 333, 332 and State Administrative Manual (SAM) - Chapter 1500 Purchasing. [ ' 667.200]
- B.** Procurement records must be maintained in sufficient detail so as to provide a significant history of the procurement action. These records must include, but are not necessarily limited to, the following: rationale for the method of procurement, the selection of agreement type, awardee selection or rejections, and the basis for the agreement type.
- C.** Local Boards/Councils and their grantees must maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. All contracts must include provisions required by ' 97.36(I) and ' Part 95.48. [ ' 667.200(b)]
- D.** Each recipient and subrecipient must conduct and document oversight to ensure compliance with procurement standards.

**II. CONFLICT OF INTEREST:**

- 1. A member of State Board, Local Board, or Youth Council must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his immediate family. [ ' 667.200(a)(4)(I) Section 117 (g)]

*Note:* Neither membership on the State Board, the Local Board or the Youth Council nor the receipt of WIA funds to provide training and related services, by itself, violates these conflict of interest provisions. [ ' 667.200(a)(4)(I)]

- B.** A public officer or employee cannot participate as an agent of government in the negotiation or execution of a contract between the government and any private business in which he has a significant pecuniary interest. [State Plan, NRS ' 281.481 (3), and Section 117(g)(2)]

- C. LWIB/Council must maintain a written code or written standards of conduct which will govern the performance of its officers, employees or agents in contracting with or procuring supplies, equipment, construction or services with WIA funds. These standards must provide that no officer, employee or agent (including LWIB/Council members) will: [

97.36(b)(3)]

1. Solicit or accept gratuities, favors, or anything of monetary value from suppliers or potential suppliers, including subcontractors contracts; or
2. Participate in the selection, award or administration of a procurement supported by WIA funds where, to the individual's knowledge, any of the following has a financial or other interest in any organization which may be considered for award were:
  - a. The officer, employer or agent;
  - b. Any member of his or her immediate family;
  - c. His or her partner; or
  - d. A person or organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm or organization selected for award.

- D. To the extent permitted by State and local law or regulations, LWIB/Council standards must provide for penalties, sanctions or other disciplinary actions (such as suspension, termination or civil action to recover money damages) to be applied for contract related violations of law or established standards of conduct by LWIB/Council officers, employees or agents or by contractors or their agents. [ ' 97.36(b)(3)(iv)]

### III. PROCUREMENT SYSTEMS AND POLICIES/PROCEDURES:

The LWIB/Council and their subrecipients may use their own procurement systems and policies/procedures which reflect applicable State and local laws, rules, and regulations to the extent that systems and policies/procedures do not conflict with the Nevada Revised Statutes, the WIA regulations or this policy.

#### A. Written Policies/Procedures

LWIB/Council and subrecipients must have written policies/procedures for procurement transactions that ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured including quantities; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. The policies/procedures must: [ ' 97.36(c)(3) and ' 95.44]

1. Identify who is authorized to issue solicitations, and who is an authorized signatory for what types of goods/services and in what dollar amounts;

2. Specify and describe the alternative forms of procurement that are allowable and the appropriate conditions for use of each. Policies/procedures must be developed to identify the specific circumstances under which a noncompetitive procurement method can be used, and a description of the elements and policies/procedures that will comprise a competitive procurement process;
  3. Specify how the procurement history will be recorded and, at a minimum, the record must contain the rationale for the method of procurement, the selection of the agreement type, awardee selection or rejection, and the basis for the agreement price.
  4. Include a resolution process to resolve disputes relating to procurement.
  5. Include methods for recording receipt of bids and for dealing with late or nonresponsive bids.
- B.** All written policies/procedures for procurement activities must be made available to the public.

#### IV. METHODS OF PROCUREMENT:

These methods apply to all procurement by the LWIB/Council and their subrecipients. This procurement includes, but is not limited to, the acquisition of administrative or program equipment, supplies, and professional services (e.g., individual legal, accounting, and personal services contracts). Procurement must be documented in accordance with the State grantee and subrecipient written policies/procedures and each procurement must be documented as required in Paragraph I B of this policy.

- A.** **Small Purchases** defined as "simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$25,000 in the aggregate". [197.36(d)(1)]
1. For small purchases, the low end threshold for the purchase of consumable supplies or materials without a formal award process or documentation is \$500. Amounts over \$500 require a minimum of three bids. [State Requirement]
  2. One purchase cannot be divided into several purchases in order to use small purchase policies/procedures instead of other procurement policies/procedures.
  3. These policies/procedures can be used where the "per transaction" value of the procurement is \$25,000 or less. "Per transaction" is a single solicitation for a single item (e.g., copying machine), group of related items (e.g. chairs), or a specified service (e.g., staff or participant training). The method can be used to secure supportive services such as day care. This method is generally used for purchases from vendors, but can be used in subrecipient purchases. [State Requirement]



4. For all small purchases exceeding \$500, a Request for Quote (RFQ) should be prepared specifying the quantity, time frames and all the requirements of the product or service. The identification of sources and solicitation of quotes must be supported

by documentation.

5. For commodity goods/services, the basis for selection is normally the lowest bid. However, qualifications of the vendor, availability of the goods or services, quality and location are some additional factors that could influence the procurement. The document must contain the basis for vendor selection and if the basis is something other than price, the State grantee or subrecipient must prepare written documentation in the procurement file describing the additional criteria for selection, the relevance of the criteria to the need and benefit, and the relative advantage of the offering from the selected vendor.

**B. Sealed Bids (formal advertising):** defined as a sealed bid policies/procedures as publicly solicited procurement for which a firm-fixed-price contract (lump sum or unit price) or other fixed-price arrangement is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. [ ' 97.36(d)(2)]

1. This method is generally used for purchases from vendors for commodity-type goods/services which are widely available in the market place; e.g. computer equipment, furniture, vehicles.
2. As required under Section IV of this policy, all solicitations including sealed bids must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured including quantities; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. The selected bidder will generally be the bidder with the lowest price, if all the technical requirements of the solicitation are met. All bids must be publicly opened at the time and place prescribed in the invitation for bids. [ ' 97.36(d)(2)(I)(C)]
3. Documentation must include, at a minimum:
  - a. A copy of the formally advertised bid;
  - b. The vendors receiving Invitation For Bids by request and through a qualified bidders' list;
  - c. The publication notice(s);
  - d. All bids received; and
  - e. A statement in the file detailing the reasons for rejecting the lowest bid.

- C. **Competitive Proposals:** defined as the competitive proposal process as normally conducted with more than one source submitting an offer and either a fixed-price or cost-reimbursement type award is made. [ ' 97.36(d)(3), ' 95.43]

1. This method is generally used when the nature of the goods/services to be acquired cannot be defined at the level of completeness and precision required by the sealed bid method; and specifically when factors other than price are important in the selection decision. The most common instrument for procuring these types of services is the Request for Proposal (RFP).
2. The RFP must contain a clear and accurate description of the technical requirements for the material, product or service to be procured, and that all requirements be identified which the offerors must fulfill and all other factors to be used in evaluating the bids or proposals. At a minimum, the RFP file must contain:
  - a. Copy of the solicitation package;
  - b. Copy of the public notification;
  - c. Bidders' list to which notices were mailed;
  - d. List of all organizations/entities that received the RFP;
  - e. Agenda and minutes of a bidders' conference, if held;
  - f. Written responses to all clarifying questions received outside of the bidders' conference;
  - g. Copy of each proposal received;
  - h. Rating and scoring sheets completed in the evaluation process;
  - I. Determination of demonstrated performance;
  - j. Documentation of the rationale for selection and funding any offerors which did not receive the highest score/ranking in the evaluation process;
  - k. Documentation regarding negotiation for each contract;
  - l. Completed price analysis for each selected bidder, and a cost analysis when required;
  - m. Copy of any submitted grievances and the resolution of each.

- D. **Noncompetitive Procurement (Sole Source):** defined as a procurement through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate. [ ' 97.36(d)(4)]

1. Recipients and subrecipients must minimize the use of sole source procurement to the extent practicable, but in every case the use of sole source procurement must be justified and documented.
2. Such procurement may only be used when the award of a contract is infeasible under small purchase policies/procedures, sealed bid, or competitive proposals with the

exception of on-the-job training, customized training, and training service provider awards, and if one of the following circumstances applies:

- a. The item or service is available only from a single source;
  - b. The public exigency or emergency need for the item or service does not permit a delay resulting from competitive solicitation;
  - c. The State authorizes a noncompetitive proposal;
  - d. After solicitation of a number of sources, competition is determined inadequate.
3. The file documentation for this method must include:
- a. A description of the specific circumstances supporting the sole source procurement and the results of any negotiations with the subrecipient/vendor;
  - b. The cost analysis or other means of verifying the reasonableness of the price;
  - c. A determination of demonstrated effectiveness of a provider or vendor who provides educational, training, employment or supportive services to participants.

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**E. Commercially available or Off-the-Shelf Training:** defined as a training package sold or traded to the general public in the course of normal business operations, at prices based on established catalog or market prices.

1. To be considered as sold to the general public, the package must be regularly sold in sufficient quantities to constitute a real commercial market to buyers that must include other than WIA programs.
2. The package must include performance criteria pertaining to the delivery of the package which may include participant attainment of knowledge, skills or a job.
3. For the product to be unmodified, it must be sold to the general public in the same condition that it is sold to the State grantee or subrecipients. If the product is altered or customized in order to meet the specific training needs of WIA, it is not a commercially available or off-the-shelf product. The LWIB/Council and subrecipients may negotiate a price that is below the cost paid by the public and/or a different rate or method of payment may be accepted. This would be acceptable and the package would still be considered unmodified. However, the addition of training, services or provider performance would be considered modifications.
4. A catalog price is one that is published in a catalog, price list, schedule or other form regularly maintained by a supplier and is published or made available for inspection by buyers.

## V. TRANSACTIONS BETWEEN UNITS OF LOCAL GOVERNMENT:

Procurement transactions between units of State or local governments, and other entities organized principally as the administrative entity for Local Workforce Investment Boards or substate areas, must be conducted on a cost reimbursement basis. No provision for profit is allowed. [667.200(a)(3), Section 184 (a)(3)(b)]

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### VI. PRICE AND/OR COST PRICE ANALYSIS [ ' 97.36(f)]

#### A. Introduction:

Procurement must include an appropriate analysis of the reasonableness of cost and price.

A price and/or cost analysis must be performed in connection with every procurement action, including contract modifications with a monetary impact. The method and degree of analysis depends on the facts surrounding the particular procurement and pricing situation, but at a minimum, the awarding agency must make independent estimates before receiving bids or proposals.

B. Price Analysis is the process of examining and evaluating a price without looking at the estimated cost elements and proposed profit of the offerors whose price is being evaluated. The sole purpose of price analysis is to determine if the final price is fair and reasonable.

1. All recipients and subrecipients are required to perform a price analysis for every procurement, including contract modifications.
2. Recommended process for comparisons are:
  - a. Comparison of prices of competing offers and selecting best price;
  - b. Comparison of prior quotes and contracts with for the same or similar requirements taking into account inflation;
  - c. Comparison of offers to parametric estimates or benchmarks e.g. dollars per square foot or cost per instructional hour;
  - d. Comparison with competitive published price lists, and published market price; and/or
  - e. Comparison of offers to an independent agency estimate.

**Note:** The lowest price is not necessarily the best price since factors other than the final price must be considered e.g. demonstrated performance. Must ensure that the offerors is capable of performing the work at the level of effort and with the quality required to satisfy the contract and that proposal addressed all the questions in the RFP.

C. Cost Analysis: is the review and evaluation, element by element of the cost estimate supporting a proposal for the purpose of pricing a contract. Unlike price analysis which is required for every procurement, cost analysis is required when price analysis alone is not sufficient to determine that a price is fair and reasonable for a product or service. It is usually required when price competition is weak or where there is only one offerors.

1. Prior to undertaking a cost analysis, a decision must be reached to determine if the scope of services required justifies a cost analysis. It may end up costing more time and money analyzing a contract than the contract is worth.
  
2. A cost analysis must be conducted when:
  - a. The offerors is required to submit the elements of the estimated cost;
  - b. When adequate price competition is lacking; and
  - c. For sole source procurement, including contract modification or change orders, unless price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation.
  
3. Cost analysis differs from price analysis in the level of review conducted. Cost analysis segregates the total price into various cost elements. [line items in detailed budgets] These are then individually assessed.
  
4. Cost analysis process may include:
  - a. Verification of the cost or pricing data and evaluation of cost elements, including necessity and reasonableness;
  - b. Comparison of proposed costs for individual cost elements with actual costs previously incurred by the same offerors, previous cost estimates from the same or other offerors for the same or similar items, other cost estimates received in response to the request, and independent contracting agency cost estimates;
  - c. Verification that the offerors's cost submissions are in accordance with cost principles of allowability and allowability.
  - d. Determine that the cost or pricing data which are necessary to make the proposal accurate, complete and current, have been submitted.
  - e. Ensure that the any indirect costs are not duplicated by proposed direct charges and that rates have been appropriately approved. Where there is no approved rate, the offerors must submit a cost allocation plan identifying costs that will be designated as indirect and how they will be allocated to the contract.
  - f. Verify that if subcontractors are to be used that those services are clearly identified, described, and justified in the cost proposal.

**Note:** In businesses that are partnerships or proprietary operations, owner salaries and profits can become mixed. Any proposal from this type of organization should indicate how the salary and benefits of the owner/operator(s) will be allocated based on the services the individual will perform. Profit must be individually negotiated and included as a separate element of the contract.

## VII. PROGRAM INCOME:

All procurement actions must comply with program income limitations as defined in State WIA Policy 3.11.

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**SECTION 5.6**

**Sanctions and Resolution Process**

Workforce I  
**January 2000**

**I. RESPONSIBILITY AND AUTHORITY:**

WIA Regulations 20 CFR 667.705 indicate that the Secretary of Labor holds the recipient (Governor) responsible for all funds granted to the State. In turn, the Governor holds local boards and program providers responsible for all WIA funds they receive, including the proper expenditures of such money. The Governor is responsible for monitoring compliance to WIA requirements as well as other applicable federal and State laws and policies.

The political jurisdiction(s) of the chief elected officials(s) in a local workforce investment area is liable for any misuse of any WIA funds (*unless an agreement has been reached with the Governor to bear such liability*).

When the local workforce area is composed of more than one unit of general local government, the joint liability of the individual jurisdictions must be specified in a written agreement between the chief elected officials and part of the local plan. [Section 117(c)]

**II. SANCTION PROCESS AND PARAMETERS:**

**A. Federal Policy:**

1. In determining whether to impose any sanction(s) against a recipient or subrecipient of WIA funds, the Secretary of Labor first determines whether there has been adequate State and/or subrecipient action demonstrated to: [Section 184 (d), '667.700-667.740)]
  - a. Establish and adhere to an appropriate system for the award and monitoring of grants and contracts with subgrantees and contractors that contains acceptable standards for ensuring accountability;
  - b. Enter into a written grant agreement or contract with such subgrantee or contract that established clear goals and obligations in unambiguous terms;
  - c. Act with due diligence to monitor the implementation of the grant agreement or contract, including the carrying out of appropriate monitoring activities (including audits) at reasonable intervals; and
  - d. Take prompt and appropriate corrective action upon becoming aware of any evidence of a violation of WIA statute/regulations, USDOL and/or state policies/procedures.
2. If the State fails to meet the adjusted levels of performance on the required core indicators or customer satisfaction indicators for any program, the State may request

technical assistance from USDOL. If the State fails to meet the adjusted levels of performance for the same program for a second consecutive year, the State may receive a reduction up to 5% of the succeeding year's grant allotment. [Sec. 136(g)(1)(B), ' 666.240 (b)]

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3. The State is required to submit an annual performance progress report. If the State fails to do so, the State grant may be reduced. [Sec. 136 (d), ' 666.240 (d)]
4. If an applicant, subrecipient or vendor under Title I of WIA is denied an award for financial assistance due to a sanction or corrective action imposed by the Grant Officer, they may appeal to the USDOL. (See State Policy 4.4 Grievance Procedures)

### **B. State Board or Designee Policy:**

1. The State considers its subrecipients accountable for actions taken, directly or indirectly, through service providers. As such, the State will look to its subrecipients for corrective action, even where the violation or deficiency involved a single service provider. Specifically, the State will: [' 667.410, 667.500, & 667.700-710]
  - a. Undertake periodic review and monitoring of its subrecipients' activities, including administrative, financial and programmatic assessments, as well as compliance with the WIA statute, regulations, USDOL and/or State policies/procedures;
  - b. Identify and notify subrecipients of problem areas discovered during review and monitoring and outline corrective action required, including time schedules;
  - c. Continue to monitor implementation of corrective actions for improvements in deficient areas. Where corrective action is on-going (e.g., debt collection for inappropriate expenditure of funds), no further action or sanction would be imposed unless corrective action was not completed or had failed.
    - (i) Sanctions not related to Performance Standards: The State Board or its designee's grievance procedure provides subrecipients with the procedure for appealing State imposed sanctions. Such an appeal, however, will not forestall the imposition of sanctions. Only the beginning of needed corrective action can halt sanction imposition.
    - (ii) A local workforce area which has failed to meet the adjusted levels of performance for core indicators or customer satisfaction indicators for any program will receive technical assistance from the State Board, its designee or USDOL, as appropriate. The technical assistance may include development of a performance improvement plan or development of a modified local plan. [' 666.420 (a) and Section 136 (g)]

**Note:** If the subrecipient fails to meet the adjusted levels of performance for the same program for a second consecutive year, the sanctions outlined in the following chart below will apply. [' 666.420 (b)]



(iii) The State Board or its designee=s grievance policy provides the local board with the procedure for appealing a proposed WIA reorganization sanction.

**III. Resolution Process:** The following chart summarizes the process for resolving violations of WIA

Workforce I

Act and regulations.

ACTION TO BE TAKEN BY THE STATE:	ACTION TO BE TAKEN BY LOCAL BOARD:
<p><b>1. The State to:</b></p> <p><b>a. Notify the LWIB Chair in writing indicating the violation and possible sanctions if the violation is not corrected and the appropriate corrective action needed, including time frames, if unresolved;</b></p> <p><b>b. Meet, if required with LWIB Chair and other appropriate parties to review the violation and ways it could be corrected. Meeting to take place within fifteen (15) calendar days after receipt of the letter as indicated by certified mail;</b></p> <p><b>c. Submit results of the meeting in writing to the local board outlining the agreed upon action(s) that will be taken to correct the deficiencies, if unresolved;</b></p> <p><b>d. Notify the LWIB Chair of its intent to impose a specific sanction. Such notification must be received by the parties involved at least ten (10) calendar days before the scheduled imposition of sanctions, as evidenced by certified mail. This letter will also reiterate the violation, acceptable corrective action and the appeal process.</b></p>	<p><b>a. Respond to the State or its designee=s request for correcting violation(s) and appropriate corrective action required, including time frames, if unresolved;</b></p> <p><b>b. Attend meeting to review the violation and corrective action required.</b></p> <p><b>d. If satisfactory evidence of corrective action initiated is presented to the State within this ten (10) day period, the State will postpone the imposition of sanctions until either:</b></p> <p><b>-completion of the action within State Board or its designee=s time lines or;</b></p> <p><b>-the reaching of the State deadline without the completion of action.</b></p>
<p><b>2. Imposition of Sanction(s) in accordance with the charts on the following pages. Sanction(s) will be in effect until the LWIB Chair demonstrates to State=s satisfaction that violation has been corrected.</b></p>	
<p><b>NOTE: The State reserves the right to increase the severity of sanction(s) for uncorrected violation(s);</b></p> <p><b>If, after lifting a sanction, the local board again fails to adhere to agreed upon action, the subsequent sanction(s) will be more severe in nature.</b></p>	

<b>ACTION TO BE TAKEN BY THE STATE:</b>	<b>ACTION TO BE TAKEN BY LOCAL BOARD:</b>
<b>Unless otherwise indicated, two or more violations of a similar nature within six months of each other will be deemed to be</b>	

Workforce I

<b>ACTION TO BE TAKEN BY THE STATE:</b>	<b>ACTION TO BE TAKEN BY LOCAL BOARD:</b>
<b>consecutive for purposes of determining A deliberateness, seriousness and frequency of the violation@.</b>	

Workforce I

**IV. SPECIFIC VIOLATIONS:** The numbers in the right hand column of the chart below are cross referenced to the numbers in the left hand column of Section V - Possible Sanctions chart.

IV. SPECIFIC VIOLATIONS (NOT ALL INCLUSIVE)	POSSIBLE SANCTIONS IMPOSED BY NUMBER
<b>A. ADMINISTRATIVE VIOLATIONS:</b>	
failure to address deficiencies within 30 days after receipt of the States monitoring report outlining corrective action requirement to coincide with ' 667.170 (a)(6));	1-9 (a-e) (depending on deficiency)
failure to obtain/maintain adequate supporting documentation for activities in accordance with State and federal WIA policies and procedures;	3, 4, 5 & 9 8
failure to maintain a local board as per any of the provisions of ' 661.300 through ' 661.325;	4, 8, & 9 8 )
failure to form and maintain a youth council to carry out responsibilities as per ' 661.335 & ' 661.340;	4, 8 & 9 8 )
failure to submit accurate required financial, participant, data collection and other reports by established due dates without explanation and local workforce area written acknowledgment. (' 667.300 and State requirement to coincide with ' 667.300 (8)) Sanctions may be imposed if grantee fails to meet the deadline two consecutive times or two times out of three (State requirement);	1 & 4
failure to monitor subrecipients as per ' 667.410;	1 & 4
failure to maintain accurate, required and current data in the data collection system. (' 667.300 and Section 185) A Current data must be entered into the data collection system no later than 30 days after the start and end of an activity. (State requirement) Sanctions may be imposed if a grantee fails to meet the deadline two consecutive times or two out of three (State Requirement);	1 & 4
<b>B. FISCAL VIOLATIONS:</b>	
failure to conduct procurement according to State and federal policies and procedures, including prior approval where necessary (Section 184 (a)(3)(B));	3
failure to operate within minimum cash balance requirements (i.e., keeping only enough cash on hand to meet immediate needs); (State requirement to coincide with ' 667.170 (10));	4
failure to comply with program cost limitations according to the approved plan budget (' 667.220 and 667.410 (a)(1));	3, 4, 5, 8 & 9 (a-e)
failure to comply with expenditure rates in accordance with the approved plan and established State policy and procedures;	2, 3, 4, 8 &

IV. SPECIFIC VIOLATIONS (NOT ALL INCLUSIVE)	POSSIBLE SANCTIONS IMPOSED BY NUMBER
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Workforce I

	9 (a-e)
failure to properly allocate expenditures among grants and act in accordance with SWIB approved cost allocation plans (667.220);	3, 8 & 9 (a-e)
incurring costs outside the grant period;	3 & 9 (a-e)
7. Failure to properly report and dispose of government property as instructed by DOL [667.170(a)(9)](See State WIA policy 3.11)	3, 8 & 9 (a-e)
Charging unallowable costs to a grant;	3, 8 & 9 (a-e)
Charging the same costs to more than one grant;	3, 8 & 9 (a-e)
Expenditures of WIA funds for non-WIA unallowable activities, including, but not limited to nondiscrimination/equal opportunity/sectarian activities (' 667.266); construction (667.260); employment generating (' 667.262); business relocation (667.268); displacement (' 667.270); use on non-eligible training provider (Section 122) and other (' 667.264) and Section 101);	3, 4, 8 & 9 (a-e)
C. PROGRAM VIOLATIONS:	
failure to obtain proper eligibility determination information as cited in the State Board's or its designee's monitoring/audit findings indicating ineligible or possibly ineligible participants receiving WIA benefits (where the subrecipient discovered ineligible participants on its own, took appropriate action, and resolved the finding, sanctions would most likely not be imposed); (667.170(a)(5))	3 & 4
failure to comply with Time limitations specified by the local board for the participation of individuals in OJT's as identified in monitoring report (Section 101 (31) & ' 663.700); Dollar amounts and/or duration for Individual Training Accounts (' 663.420); Initial period of eligibility for Training Providers (no training provider may have a period longer than eighteen months (663.530), and annually for subsequent eligibility (' 663.535); Provision to provide at least one core service to an individual before they receive intensive services or numbers established by local board (' 663.160); Provision to provide at least one intensive service to individual before they receive training services or numbers established by local board (' 663.240); Eligibility requirements and established time limits set by local board for both Supportive Services (' 663.810) and Needed payments (' 663.815-840).	3 & 4
failure to meet adjusted levels of performance on required core or customer satisfaction indicators for a program for any fiscal year. (Section 136)	7, 8, & 9 (a-e)

IV. SPECIFIC VIOLATIONS (NOT ALL INCLUSIVE)	POSSIBLE SANCTIONS IMPOSED BY NUMBER
failure to meet adjusted levels of performance of the core or customer satisfaction indicators for a second consecutive year Section 136 (h)(2))	6, 7, 8, 9 (a-e)

**Workforce I**

**V. POSSIBLE SANCTIONS:** The following chart provides a list of possible sanctions. The numbers in the right hand column of the chart below are cross referenced to the numbers in the left hand column of Section IV Specific Violation(s).

Workforce I

V. POSSIBLE SANCTIONS IMPOSED (ARE ARRANGED IN ORDER OF INCREASING SEVERITY) [NOT ALL INCLUSIVE]	SPECIFIC VIOLATIONS CROSS REFERENCED
1. State Board or its designee taking over data entry for both financial and participant data and charging grantee for cost of inputting;	A-1, A-5 & A-7
2. Reallocation of unexpended funds;	A-1 & B-4
3. Disallowing costs associated with a particular violation or deficiency and the seeking of repayment;	A-1, A-2, A-6, B-1, B-3, B-4, B-5, B-6, B-7, B-8, B-9, C-1 & C-2
4. Disapproval of requests for specific or all WIA fund draw-down until the violation or deficiency has been corrected. The State Board or its designee will temporarily assign WIA administrative and program responsibilities, as appropriate, to alternative program operators. These program operators will be directly responsible to the State;	A-1, A-2, A-3, A-4, A-5, A-6, A-7, B-2, B-3, B-4, B-9, C-1 & C-2
5. The State may deduct the amount of the mis-expenditure from the local area's administrative funds that are part of subsequent program years allocation;	A-1
6. Development of performance improvement plan or development of a modified local plan (Section 136 (h)(1));	A-1, C-3, C-4
7. Monetary sanctions may be imposed to reduce the funding allocation for the next program year by up to 5 percent based on the degree of failure to meet the State adjusted levels of performance (in conformance with the federal policy imposed on the State - Section 136 (g)(1)(B)).  Using the average percent achieved across relevant indicators for each program, and for the overall program based on customer satisfaction, there will be a one percent monetary sanction for every three percentage points below 100 percent cumulative attainment of the lower limit of the ranges established. As an example, achievement between 97.0 and 99.99 percent of the lower limit would result in a one percent reduction; achievement between 94.0 and 96.99 percent would result in a two percent deduction, etc. (As per DOL Consultation Paper on Awarding Incentive Grants and Applying Sanctions)	A-1, C-3, & C-4
8. Revocation of a local area plan until conditions, violations or deficiencies have been corrected (i.e. grantees without approved Plans cannot receive any WIA funds). The State Board or its designee will temporarily assign WIA administrative and program service responsibilities, as appropriate, to alternative program operators. These program operators will be directly responsible to the State.	A-1, A-2, A-3, A-4, A-6, B-3, B-4, B-5, B-6, B-7, B-8, B-9, C3, & C-4
9. Imposition of a Reorganizational Plan, pursuant to Sections 136 (h)(2) and 184 (b) including, but not exclusively	

<p>V. POSSIBLE SANCTIONS IMPOSED (ARE ARRANGED IN ORDER OF INCREASING SEVERITY) [NOT ALL INCLUSIVE]</p>	<p>SPECIFIC VIOLATIONS CROSS REFERENCED</p>
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Workforce I

<p>limited to:</p> <ul style="list-style-type: none"> <li>a. Decertifying the local board involved;</li> <li>b. Prohibiting the use of specific providers (performance standard sanctions would include eligible providers and stop partners who have been identified as achieving low level of performance, and other actions as determined appropriate);</li> <li>c. Selecting an alternative entity to administer the program for the local area involved;</li> <li>d. Merging the local area into the other local area;</li> <li>e. Making other such changes as determined necessary to secure compliance.</li> </ul>	<p>A-1, B-3, B-4, B-5, B-6, B-7, B-8, B-9, C-3 &amp; C-4</p> <p>A-1, B-3, B-4, B-5, B-6, B-7, B-8, B-9, C-3 &amp; C-4</p> <p>A-1, A-2, A-3, A-4, B-3, B-4, B-5, B-6, B-7, B-8, B-9, C-3 &amp; C-4</p> <p>A-1, B-3, B-4, B-5, B-6, B-7, B-8, B-9, C-3 &amp; C-4</p> <p>A-1, B-3, B-4, B-5, B-6, B-7, B-8, B-9, C-3 &amp; C-4</p>
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## Workforce Investment Act State Compliance

**UNIFIED PLAN TASKFORCE**

Name	Affiliation	12-6-98	12-15-98	1-5-99*	1-14-99	1-28-99	2-24-99	3-8-99
Harry Bradley	Department of Employment, Training and Rehabilitation	X	X	X	X	X		X
Kenneth LoBene	Housing and Urban Development	X						
Loretta Cheslak	Private Industry Council - Northern Nevada	X	X		X	X	X	X
Karla McComb	Workforce Investment Board Member - Unified State Plan - Chair	X	X	X	X	X	X	X
Katie Kelly	Workforce Investment Board Member - Unified State Plan - Co-Chair	X	X	X	X	X		X
Maureen Cole	Department of Employment, Training and Rehabilitation / State Job Training Office	X			X	X	X	X
Stan Jones	Department of Employment, Training and Rehabilitation / Employment Security Division	X			X			
Libby Jones	Department of Employment, Training and Rehabilitation	X	X	X	X	X	X	X
Bill Vance	Department of Employment, Training and Rehabilitation / Information Development Processing Division	X						
Bob Murdock	Department of Employment, Training and Rehabilitation / Research & Analysis	X						
Anita LaRuy	North Las Vegas Library District	X						



Name	Affiliation	12-6-98	12-15-98	1-5-99*	1-14-99	1-28-99	2-24-99	3-8-99
Phyllis Rich	Department of Education	X	X	X	X	X	X	X

### Workforce Investment Act State Compliance

Emmy Bell	Department of Museums, Library & Arts	X	X					
John Dorrer	National Center of Education and the Economy	X						
Rick Schneckloth	Department of Employment, Training and Rehabilitation / Rehabilitation Division	X	X		X	X	X	X
Richard Blue Jr.	Nevada Business Services	X	X				X	
Andy Anderson	Nevada Business Services	X			X	X	X	X
George Govlick	Department of Employment, Training and Rehabilitation / Employment Security Division	X	X		X		X	X
Nancy Oakley	Department of Employment, Training and Rehabilitation / Employment Security Division	X	X		X	X	X	X
Dan Culbert	Department of Employment, Training and Rehabilitation / Research & Analysis		X		X	X	X	X
Bernard Yergeau	Housing and Urban Development		X		X	X		X
Carla Simon	Division of Aging Services		X					
Paula Petruso	Welfare Division		X			X		
Tina Nappe	Workforce Investment Board		X				X	
Joan Kerschner	Department of Museums, Library & Arts		X					
Arte Nathan	Workforce Investment Board - Chair			X	X			X
Bob Ranney	Workforce Investment Board Member			X				
Jeanne Jones	Workforce Investment Board Member			X		X		X

Name	Affiliation	12-6-98	12-15-98	1-5-99*	1-14-99	1-28-99	2-24-99	3-8-99
John Alexander	Nevada State Welfare/Department of Human Resources			X				

### Workforce Investment Act State Compliance

Gary Waters	Clark County School District			X			X	
Aleta Murphy	Workforce Investment Board Member					X		X
Carol Jackson	Workforce Investment Board Member			X				
Jessie Emmett	Workforce Investment Board Member			X		X	X	X
Judie Fisher	Private Industry Council - Northern Nevada Workforce Investment Board Member				X	X	X	X
Jim Whittenberg	Department of Employment, Training and Rehabilitation / Employment Security Division		X		X	X		X
Judy Carlisle	U.S. Department of Labor (VETS)				X			
Mel Phillips	Department of Human Resources/Division of Aging Services/SCSEP				X	X	X	X
Charlotte Crawford	Department of Human Resources		X					
Rosalie Boulware	Nevada Business Services					X		
Pat Shalmy	Las Vegas Chamber of Commerce					X		
Bob Walsh	Workforce Investment Board Member					X		
Suzanne Ernst	Community College of Southern Nevada					X		X
Richard Jarvis	Workforce Investment Board Member					X		
Leslie Ciski	Housing and Urban Development					X		X
Sally Breach	Nevada Business Services					X		

Name	Affiliation	12-6-98	12-15-98	1-5-99*	1-14-99	1-28-99	2-24-99	3-8-99
Sidney Hendrickson	Las Vegas Chamber of Commerce					X		X

### Workforce Investment Act State Compliance

Dee Schafer	Community College of Southern Nevada						X	X
Tamara Nash	Department of Employment, Training and Rehabilitation						X	X
Rich Hoggan	Department of Employment, Training and Rehabilitation / State Job Training Office						X	X
Theo Byrns	Community College of Southern Nevada						X	X
Rota Rosaschi	Welfare Division						X	
Sheila Fairhairm	Community College of Southern Nevada / ABE							X
Terri Kaulentis	Community College of Southern Nevada Adult Education							X
Bob Wolf	Department of Employment, Training and Rehabilitation / Employment Security Division							X
Kathleen Frosini	Clark County School District							X
Kay Long	Nevada's Institute for Children					X		

Name	Affiliation	2-23-0	2-24-00					
Ron Fletcher	Department of Employment, Training and Rehabilitation / Employment Security Division	X	X					
Bill Overly	Department of Employment, Training and Rehabilitation / Employment Security Division	X	X					
Bob Wolf	Department of Employment, Training and Rehabilitation / Employment Security Division	X	X					

Name	Affiliation	2-23-0	2-24-00					
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**Workforce Investment Act State Compliance**

Nancy Oakley	Department of Employment, Training and Rehabilitation / Workforce Development Support Services	X	X					
Rich Hoggan	Department of Employment, Training and Rehabilitation / State Job Training Office	X	X					
Connie Williams	Department of Employment, Training and Rehabilitation / State Job Training Office	X	X					
Valorie Hopkins	Department of Employment, Training and Rehabilitation / State Job Training Office	X	X					

## *Youth Plan Work Group Meeting Schedule/Attendance*

<b>Member/Designee**</b>	<b>Meeting 10/19/99</b>	<b>Meeting 10/27/99</b>	<b>Meeting 11/9/99</b>
<b>Bob Ranney, Chairman, WIA Youth Plan Work Group Youth and Juvenile Justice, Aspen Community Services</b>	<b>Present</b>	<b>Absent</b>	<b>Present</b>
<b>Richard B. Blue, Jr., Executive Director, Nevada Business Services</b>	Present	Present	Absent
Clentine Coleman**	Present	Absent	Present
Sally Breech**	Absent	Absent	Present
<b>Howard Castle, DETR, Vocational Rehabilitation</b>	Absent	Present	Present
<b>Loretta Cheslak, Deputy Director, Nevada Works</b>	Present	Absent	Present
<b>Sharon Nipp, Nevada Works</b>	Present	Present	Present
Sandy Trojan**	Present	Present	Present
Tina Nappe**	Present	Absent	Absent
<b>Jessie Emmett, State Workforce Investment Board Nevada Small Business</b>	Absent	Absent	Present
<b>Judie Fisher, State Workforce Investment Board, Northern LEO</b>	Absent	Absent	Present
<b>Kathleen Frosini, Clark County School District</b>	Absent	Absent	Present
Dawn Burns**	Present	Present	Absent
<b>Joan Huey Kane, Southern Nevada Private Industry Council</b>	Absent	Absent	Absent
<b>Jennifer Lopez, State Workforce Investment Board, Student</b>	Absent	Absent	Absent
<b>Karla McComb, State Workforce Investment Board Safe &amp; Drug Free Schools</b>	Absent	Absent	Present
<b>Chris Publow, State Workforce Investment Board S. Nevada Regional School-to-Careers Partnership</b>	Absent	Absent	Present
<b>Greg Marangi, School-to-Careers, WNCC**</b>	Absent	Present	Absent
<b>Carol A. Jackson, Director, Department of Employment, Training and Rehabilitation</b>	Present		
<b>Presenter: David Brown, National Youth Employment Coalition</b>	Present		
<b>Technical Assistant: Maria Remboulis Weidmark, USDOL,RIX</b>		Present	Present
<b>Technical Assistant: Steve Malliaras, USDOL,RIX</b>		Present	Present

*DETR/Staff Support to Youth Plan Work Group*

*Valorie Hopkins      Rich Hoggan      Connie Williams*

*Ardell Galbreth*

*Betty Cordle*

*Cyndi Tator*

**Youth Plan Work Group  
Process Summary**

The first meeting of the Youth Plan Work Group (YPWG) on October 19, 1999, was a presentation from David Brown with the National Youth Employment Coalition. Mr. Brown's presentation provided valuable information and ideas to the YPWG. After the presentation members of the YPWG reviewed the Youth Plan questions and comments from Region IX who reviewed the youth plan requirements with the State Transitional Plan presented by Nevada. The YPWG determined areas for review by all members, together with volunteering to write specific sections of the plan.

Member/Designee**	Section -Topic
YPWG	II.A. State Visions and Goals
YPWG	II.B. State Visions and Goals
Sandy Trojan, Clentine Coleman	III. Youth Performance Indicators & Goals
Sandy Trojan, Clentine Coleman	IV.A. Assessment
YPWG	IV. B. Assessment
YPWG	IV.C. How will the SWIB coordinate and interact with LWIBs?
Tina Nappe, Richard B. Blue, Jr., Judie Fisher	IV. D. Identify the criteria the State has established to be used by the CEOs in the local areas for the appointment of LWIBs members based on the requirements of Section 117.
Loretta Cheslak, Richard B. Blue, Jr.	IV.E.,IV.F. Distribution of funds; equitable distribution.
YPWG	IV. G. Competitive/Non-competitive award of grants and contracts for Youth Activities.
Tina Nappe, Richard B. Blue, Jr.	IV.H. Criteria/grant awards/Governor and LWIBs identify effective and ineffective youth activities and providers.
YPWG - Determination: <i>No review necessary.</i>	IV. I.,J.
Clentine Coleman, Sharon Nipp	IV. K. Assess current systems ability to meet the customer and economic needs related to youth.
Clentine Coleman, Sharon Nipp	IV. L. Priorities for Youth
Loretta Cheslak, Richard B. Blue, Jr.	V. A. Capacity building of LWIBS and youth councils to develop and manage effective programs?
Tina Nappe, Richard B. Blue, Jr., Judie Fisher, Kathleen Frosini	V. B. Strategies for providing comprehensive service to youth.
Kathleen Frosini, Clentine Coleman	V. C. Youth program
Sandy Trojan, Clentine Coleman	VI. A. Performance Management
YPWG - Recommendation: Bring in USDOL RIX performance management for technical assistance.	VI. B. Assurances of collaboration with key youth partners and continuous improvement of SWIB..

Member/Designee**	Section -Topic
YPWG - Determination: <i>No review necessary.</i>	VII. Assurances

The Second Meeting on October 27, 1999 Maria Remboulis Weidmark and Steve Malliaras from USDOL Region IX provided technical assistance on performance management and addressed several other issues presented by the YPWG. This information allowed various writers of the plan to receive the most current information to specific topics they were addressing for the State Youth Plan.

Finally, the third meeting on November 9, 1999 the entire group reviewed the first draft with assistance from Region IX technical assistants. The meeting concluded with several writers wanting to re-write portions of their chosen sections. All materials were e-mailed to DETR/State Job Training Office (SJTO) on November 17, 1999, wherein SJTO formatted and prepared the draft for delivery to Arte Nathan, Chairman, State Workforce Investment Board, Carol A. Jackson, Director, Department of Employment, Training and Rehabilitation, and members of the YPWG for review, further distribution, and required procedures to finalize the draft for submission to USDOL, Region IX on or before December 31, 1999.

**Attachments:**

- Meeting sign-in sheets*
- Meeting summaries (recorded tapes and hard copy literal transcriptions available at DETR/SJTO)*
- Copies of materials provided by presenter and technical assistants*
- Summaries of plan outline*
- YPWG initial drafts*

**Resources:**

- Workforce Investment Act of 1998*
- 20 CFR Part 652, et al. - Workforce Investment Act: Interim Final Rule*
- Federal Register, 3/24/99 - Consultation Paper on Performance Accountability Measurement for the Workforce Investment Act; Notice*
- School-to-Work State Plan*
- State Transition Plan - State of Nevada*
- Secretary of Labor Notice - Hold Harmless application*
- Secretary Herman-s - AA Vision for Youth®*
- John Hopkins, AWIA Youth Policy Councils: AKey to the Future for a Generation of Challenge®*
- National Youth Employment Coalition - AAdvancing Youth Development Under the Workforce Investment Act®*
- Multiple documents from USDOL, RXI; David Brown, and local resources*



## STATE OF NEVADA SIDE BY SIDE COMPARISON

Workforce Development Advisory Board

Governors Workforce Investment Board

Name	Represent	Address	Appt. Date
Nathan, Arthur	Nevada's Gaming Industry	Bellagio PO Box 7700 Las Vegas, NV 89177	9-17-96
Arberry, Assemblyman Morse Jr.	Assemblyman-Southern Nevada	1330 Virginia City Ave Las Vegas, NV 89706	9-17-96
Bercier, Ron	Nevada's Minority Citizens	Nevada Business Services 940 W Owens Ave Las Vegas, NV 89106	9-17-96
Bond Joanne	Nevada Association of Counties	Washoe County Commissioner PO Box 11130 Reno, NV 89520	9-17-96
Brewer, Robert	Southern Nevada Private Industry Council	Southwest Gas Corp. 5241 Spring Mountain Road Las Vegas, NV 89193	10-22-97
Emmett, Jessie	Nevada's Small Business	1801 Plaza De Cordero Las Vegas, NV 89102	9-17-96
Evans, Assemblywoman Jan	Assemblywoman-Northern Nevada	3250 Wilma Drive Sparks, NV 89431	9-17-96
Crawford, Charlotte		Department of Human Resources 505 East King St. Rm 600 Carson City, NV 89710	

Name	Represent
Nathan, Arthur	Nevada's Ga Industry
Arberry, Assemblyman Morse Jr.	Assemblym: Southern Ne
Bercier, Ron	Nevada's Mi Citizens
Brewer, Robert	Southern Ne Private Indu Council
Emmett, Jessie	Nevada's Sn Business
Carpenter, Assemblyman John C	Assemblym: Nevada-
Crawford, Charlotte	Welfare and

\* Task Force Chair Meeting

Unified Plan Taskforce

Unified State Plan Workforce Group *and* Workgroup Membership List(s) Attachment F

**STATE OF NEVADA  
SIDE BY SIDE COMPARISON**

Workforce Development Advisory Board

Name	Represent	Address	Appt. Date
McComb, Karla	NCNCS and Safe and Drug Free Schools	Safe & Drug Free Schools 601 North 9th Street Las Vegas, NV 89101	9-17-96
Luce, Celeste	Nevada's Single Parents	Jones, Jones, Close & Brown 290 South Arlington Avenue, Ste 200 Reno, NV 89509	9-17-96
Peterson, Mary	Nevada's Department of Education	Department of Education 700 E. Fifth Street Carson City, NV 89710	9-17-96
Naegle, Paula	Nevada's Teachers	Chaparral High School Teacher on Special Assignment Nedra N. Joyce Communications Center 4212 Eucalyptus Ave Las Vegas, NV 89121	9-17-96
Publow, Chris	Southern Nevada Regional School-to-Work Partnership	Ted Wiens Tire & Auto Centers 1701 Las Vegas Blvd. Las Vegas, NV	9-17-96
Ranney, Bob	Southern Nevada Community Based Services	Boys & Girls Club of Las Vegas PO Box 26689 Las Vegas, NV 89126	9-17-96
Rider, Cindy J.	Nevada's Mining Industry	Newmont Gold Company PO Box 669 Carlin, NV 89822	5-27-98

Governor's Workforce Investment Board

Name	Represent
McComb, Karla	NCNCS and Drug Free S
Luce, Celeste	Nevada's Sir
Peterson, Mary	Nevada's De Education
Naegle, Paula	Nevada's Te
Publow, Chris	Southern Ne Regional School-to-W Partnership
Ranney, Bob	Youth and J Justice
Rider, Cindy J.	Nevada's Mi Industry

\* Task Force Chair Meeting

Unified Plan Taskforce

Unified State Plan Workforce Group and Workgroup Membership List(s) Attachment F

## STATE OF NEVADA SIDE BY SIDE COMPARISON

### Governor's Workforce Investment Board

#### Workforce Development Advisory Board

Name	Represent	Address	Appt. Date
Shalmy, Donald (Pat)	Southern Nevada Chamber of Commerce	Las Vegas Chamber of Commerce 3720 Howard Hughes Pkwy Ste 100 Las Vegas, NV 89109	1-8-98
Sheppard, Michael	Northeastern Nevada Regional School-to-Work Partnership	Michael Clay Constructors 410 Minor Minor Street Winnemucca, NV 89445	9-17-96
Shriver, Robert	Nevada's Commission on Economic Development	Commission on Economic Development 5151 South Carson Street Carson City, NV 89710	9-17-96
Grady, Thomas J.	Nevada League of Cities	Nevada League of Cities PO Box 2307 206 N Carson Street Carson City, NV 89702-2307	1-28-98
Hauk, Stephanie	Community Based Organization	United Way of Northern Nevada PO Box 2730 Reno, NV 89503	1-28-98
McMahon, Mike	Northern Nevada Job Training Board	County Manager's Office PO Box 11130 Reno, NV 89520	10-1-97
Mullet, Craig	Nevada's Manufacturing Industry	Mallory Electric 550 Mallory Way Carson City, NV 89701	9-17-96

Name	Represent
Shalmy, Donald (Pat)	Southern Ne Chamber of
Sheppard, Michael	Northeastern Regional School-to-W Partnership
Shriver, Robert	Nevada's Co on Economi Development
Grady, Thomas J.	Nevada Leag
Hauk, Stephanie	Community Organizator
Fisher, Judie	Northern Ne Job Training
Mullet, Craig	Nevada's Me Industry

## STATE OF NEVADA SIDE BY SIDE COMPARISON

Workforce Development Advisory Board

Governor's Workforce Investment Board

Name	Represent	Address	Appt. Date
Murphy, Aleta	Carson City Chamber of Commerce	Norwest Bank 301 West Telegraph St. Carson City, NV 89703	9-17-96
Hickey, Liliam	Clark County School Board	6717 E Cherry Grove Ave Las Vegas, NV 89115	9-17-96
Jackson, Carol	Department of Employment, Training and Rehabilitation	1830 E. Sahara Ste 201 Las Vegas, NV 89104 or 500 E. Third Street Carson City, NV 89713	9-17-96
Thompson, Danny	Southern Nevada's Labor Union	Nevada State AFL-CIO 1405 Banbrook Court Henderson, NV 89014	9-17-96
Jarvis, Dr. Richard	Nevada's University and Community College System	UCCSN 2601 Enterprise Road Reno, NV 89512	9-17-96
Jones, Jeanne	Private Citizen	Alpha Services 4425 Spring Mountain Rd, Ste 305 Las Vegas, NV 89102	11-14-97
Porter, Jon C. , Senator	Senator-Southern Nevada	601 Whitney Ranch Dr. Ste 16 Henderson, NV 89014	9-17-96
Vacant	Youth Council		

Name	Represent
Murphy, Aleta	Carson City Commerce
Hickey, Liliam	Clark County Board
Jackson, Carol	Department of Employment and Rehabilitation
Thompson, Danny	Southern Nevada Labor Union
Jarvis, Dr. Richard	Nevada's University and Community College System
Jones, Jeanne	Private Citizen
Mathews, Bernice , Senator	Senator-Northern Nevada
Wagner, Fran	Youth Council

Workforce Development Advisory Board

Name	Represent	Address	Appt. Date
Gomez, Barbara	Nevada's Construction Industry	Gomez Consulting 11 West Pacific Avenue Henderson, NV 89015	9-17-96
Terras, John	Nevada Association of School Boards	Nevada Association of School Boards PO Box 30 Tonopah, NV 89049	11-14-97
Mahoney, Bryan	Battle Mountain	Echo Bay Minerals PO Box 1658 Battle Mountain, NV 89820	9-17-96
Koch, Todd	Northern Nevada's Labor Union	Painters=Local # 567 1150 Terminal Way Reno, NV 89502	9-17-96
Miller, Sandy		Office of the Governor 555 East Washington Avenue Ste 5100 Las Vegas, NV 89101	
Ex-Officio Members-Carlisle, Judy		U.S. Department of Labor Veterans Employment and Training Service 1923 N. Carson St. Rm 205 Carson City, NV 89701	

Governor's Workforce Investment Board

Name	Represent
Miller, M. Wayne	Northern Ne Industry Co
Kelly, Kathryn	Small Busin Seniors
Juaristi, Vince	Community Organizator
Ham, Vicki	Nevada Gan Industry
Miller, Denise	Executive A Office of the
Ex-Officio Members-Carlisle, Judy	

**WORKFORCE INVESTMENT TASK FORCE COMMITTEE  
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Workforce Investment Member

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Department of Employment, Training  
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Ron Bercier  
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Department of Employment, Training  
and Rehabilitation  
Employment Security Division

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Carson City Personnel  
Workforce Investment Member  
Northern Nevada Job Training Board, Chair

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Assemblyman Morse Arberry Jr.  
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Senator Bernice Mathews  
Sparks, NV

Senator Job Porter  
Henderson, NV

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Workforce Investment Member

Bob Shriyer  
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Workforce Investment Member

Chris Publow  
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Workforce Investment Member

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Workforce Investment Member

Mujahid Ramadan, Co-Chair  
Nevada Partners

Paula Naegle  
Chaparral High School

Clentine Coleman  
Nevada Business Services

Workforce Investment Member

George Govlick  
Department of Employment, Training  
and Rehabilitation  
Employment Security Division

**WORKFORCE INVESTMENT TASK FORCE COMMITTEE  
CONSUMER ADVOCACY**

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Norwest Bank  
Workforce Investment Member

Kerry Trenkle  
Nevada State AFL-CIO

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PERFORMANCE AND MEASURES**

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Workforce Investment Member

Rosalie Boulware  
Nevada Business Services

Libby Jones  
Department of Employment, Training  
and Rehabilitation

Earl Douglas, President  
Douglas Business Institute

Vince Juaristi  
Workforce Investment Member

Maureen Cole  
Department of Employment, Training  
and Rehabilitation  
State Job Training Office

**WORKFORCE INVESTMENT TASK FORCE COMMITTEE  
CERTIFICATION FOR TRAINING PROVIDERS**

Robert Brewer, Chair  
Southwest Gas Corporation  
Workforce Investment Member  
Southern Nevada Private  
Industry Council, Chair

Mary Perterson, Co-Chair  
Department of Education  
Workforce Investment Member

Linda Treadwell  
Nevada Business Services

Cedric Cole  
Nevada Business Services

Rosalie Boulware  
Nevada Business Services

Clyde Russell  
Nevada Business Services

Richard Blue Jr.  
Nevada Business Services

Earl Douglas  
Douglas Business Institute

**WORKFORCE INVESTMENT TASK FORCE COMMITTEE  
DATA SYSTEMS AND TRACKING**

Jim Hanna, Chair  
University of Nevada Reno

Ken Taxter  
Job Opportunities in Nevada

Sally Breach  
Nevada Business Services

Bob Murdock  
Department of Employment, Training  
and Rehabilitation  
Bureau of Research & Analysis

Bill Vance  
Department of Employment, Training  
and Rehabilitation  
Information, Development and Processing

## Nevada Workforce Investment Act Title I Performance Measure Justification

<b>Workforce Investment Act Performance Standard</b>	<b>*Job Training Partnership Act</b>	<b>Wagner-Peyser (PY 97)</b>	<b>**Career Enhancement Program (PY 97)</b>	<b>Department of Education (FY 97)</b>	<b>" NEON Employment Program (FY 97)</b>
1. Adult Entry into Unsubsidized Employment	<b>69%</b> (PY 97 & PY 98,1)	<b>65%</b>			<b>61%</b>
2. Adult Retention Rate after 6 Months	<b>79%</b> (PY 97 & PY 98,1)	<b>83%</b>			<b>77%</b>
3. Adult Earnings Gain after 6 Months	<b>\$3972</b> (PY 97 & PY 98,1)	<b>\$ 2535</b>			<b>To be Provided at Board Meeting</b>
4. Adult Credential Attainment Rate	<b>30%</b> (PY 98)			<b>***12%</b>	
5. Dislocated Worker Entry into Unsubsidized Employment	<b>74%</b> (PY 97 & PY 98,1)		<b>61%</b>		
6. Dislocated Worker Retention Rate after 6 Months	<b>87%</b> (PY 97 & PY 98,1)		<b>82%</b>		
7. Dislocated Worker Earnings Replacement Rate After 6 Months	<b>230%</b> (PY 97 & PY 98,1)		<b>175%</b>		
8. Dislocated Worker Credential Attainment Rate	<b>52%</b> (PY 98)		<b>42%</b>		



<b>Workforce Investment Act Performance Standard</b>	<b>*Job Training Partnership Act</b>	<b>Wagner-Peyser (PY 97)</b>	<b>**Career Enhancement Program (PY 97)</b>	<b>Department of Education (FY 97)</b>	<b>" NEON Employment Program (FY 97)</b>
9. Youth 19-21 Entered Employment Rate	<b>69%</b> (PY 97 & PY 98,1)	<b>64%</b>	<b>72%</b>		
10. Youth 19-21 Retention Rate after 6 Months	<b>81%</b> (PY 97 & PY 98,1)	<b>80%</b>	<b>78%</b>		
11. Youth 19-21 Earnings Gain after 6 Months	<b>\$3490</b> (PY 97 & PY 98,1)	<b>\$2762</b>	<b>\$1789</b>		
12. Youth 19-21 Credential Attainment Rate	<b>21%</b> (PY 98)			<b>***4%</b>	
13. Youth 14-18 Attainment of Basic/Work Readiness/Occupational Skill	<b>60%</b> (PY 98)				
14. Youth 14-18 Attainment of Secondary School Diplomas or Equivalent	<b>20%</b> (PY 98)				
15. Youth 14-18 Placement and Retention in Training, Post-secondary Education, etc.	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not Available</b>
16. Participant Customer Satisfaction		See Narrative for Number 16 Below			
17. Employer Satisfaction		See Narrative for Number 17 Below			

\*For services beyond assessment

\*\*CEP is a State program providing short term training and re-training services to unemployed Nevada residents

\*\*\*Based on the percentage of persons in adult education and literacy programs who passed the General Equivalence Diploma test and received this credential

" NEON is a program offered through Nevada Welfare Divisions that provides employment and training services to TANF recipients

# Workforce Investment Act Performance Levels and Justifications

1. **Adult Entry into Unsubsidized Employment**      **63%**

Most Wagner-Peyser customers received limited intensive services and no training services. All Job Training Partnership Act customers enrolled beyond assessment received employment planning, case management and ongoing counseling, as well as training services. Likewise, those customers receiving NEON services received a similar mix of intensive and training services. Since the Workforce Investment Act performance reporting methodology captures adult customers who receive services beyond self-services and informational, the Wagner-Peyser measure more accurately captures in the expected performance under Workforce Investment Act. However, customers meeting Job Training Partnership Act and NEON eligibility requirements will also represent a measurable portion of the service mix under Workforce Investment Act. In addition, some adjustment below the Wagner-Peyser measure must be made to account for anticipated lower placement rates resulting from general system changes associated with Workforce Investment Act implementation including orienting Title I service providers and customers to a new method of service delivery. Accordingly, an adjusted average of these three measures is put forth as the state performance level.

2. **Adult Retention Rate after 6 Months**      **78%**

Most Wagner-Peyser customers received limited intensive services and no training services. All Job Training Partnership Act customers enrolled beyond assessment received employment planning, case management and ongoing counseling, as well as training services. Likewise, those customers receiving NEON services received a similar mix of intensive and training services. Since the Workforce Investment Act performance reporting methodology captures adult customers who receive services beyond self-services and informational, the Wagner-Peyser measure more accurately captures in the expected performance under Workforce Investment Act. However, customers meeting Job Training Partnership Act and NEON eligibility requirements will also represent a measurable portion of the service mix under Workforce Investment Act. In addition, some adjustment below the Wagner-Peyser measure must be made to account for anticipated lower retention rates resulting from general system changes associated with Workforce Investment Act implementation including orienting Title I service providers and customers to a new method of service delivery. Accordingly, an adjusted average of these three measures is put forth as the state performance level.

3. **Adult Earnings Gain after 6 Months**      **\$2500.00**

Nevada has experienced the largest rate of population growth across all states for several consecutive years, largely as a result of migration from other states. Since wage records are, as of

the calculation of these measures not available from other states, Job Training Partnership Act, NEON, and Wagner-Peyser participants whose most recent employment experience was with an out-of-state employer are not reflected in these measures. The result is an inflation of the earnings gain far above what would exist if individuals prior wage data were available. That fact will most likely result in a lower earnings gain shortly after Nevada begins participation as a test state in Wage Record Interstate System.

In addition to in-migrations patterns, it must also be recognized that the wages for Wagner-Peyser and NEON participants are most likely inflated due to the nature of the populations served. That is, many individuals received little or no wages prior to participation, resulting in a wage increase far more substantial than among Wagner-Peyser customers. Since Wagner-Peyser more closely represents the service mix under Workforce Investment Act and since an interstate wage record information system will most likely lower the earnings gain, the Wagner-Peyser measure was selected with a slight adjustment to account for program transition.

**4. Adult Credential Attainment Rate 30%**

The measure provided by the Nevada Department of Education represents the percentage of individuals enrolled in adult education and literacy programs who received a General Equivalence Diploma. The percentage of completers varied from 14% in programs administered by school districts to 5% for programs administered by colleges and community-based organizations. The statewide average across all service providers 12%.

The Job Training Partnership Act measure was calculated by adding the number of exited participants in II-A services who obtained a General Equivalence Diploma with the number of participants who completed occupational skills training, divided by the number of exited participants who participated in training services as defined under Workforce Investment Act (General Equivalence Diploma, occupational skills training, and on-the-job training). It should be noted, however, that this measure will most likely look substantially different under Workforce Investment Act program design. It must also be noted that the denominator will always be larger than the numerator since it includes customers who received training services that do not lead to a credential (on-the-job training and job readiness training). Thus, unless only services that lead to a credential are offered to customers receiving training services, the measure is unattainable at the 100% level.

Given all the above factors, a performance level of 30% represents the highest level that interpretation of data supports.

**5. Dislocated Worker Entry into Unsubsidized Employment 65%**

The Career Enhancement Program (CEP) serves Nevada residents who are unemployed, the majority of whom are dislocated workers. The percentage reported in the chart reflects those who voluntarily participated in the program and were not required to participate as a result of worker profiling. The Job Training Partnership Act measure represents a customer base that will most likely be expanded to include a wider variety of customers more similar to the CEP customer base

as a result of participation in a one-stop system. Thus, the difference between the two measures are split, with a slight adjustment to account for transition, to arrive at the Workforce Investment Act performance measure.

**6. Dislocated Worker Retention Rate after 6 Months 82%**

The retention rates for both the Job Training Partnership Act and the CEP programs are very similar. In order to account for program transition, the lower of these numbers was selected.

**7. Dislocated Worker Earnings Replacement Rate after 6 Months 80%**

It was the consensus of the performance management team that the baseline measures submitted for these programs is simply not reliable. In the first place, the data simply does not pass the test of face validity. It has been the experience of service providers that it is extraordinarily rare for dislocated worker customers to experience such drastic increases in wages after six months. Indeed, such substantial increases are extraordinarily rare for any person to experience in the short term in almost all career fields. In addition to face validity, the attached frequency table demonstrates that the data contains gross outliers which are skewing the mean. These outliers are most likely the result of individuals who had very little earnings in the quarters previous to enrollment and obtained full-time regular employment after enrollment. In short, it is firmly held that these data are an exception and that using them as a predictor of future performance is inaccurate.

In order to generate a more reliable Workforce Investment Act measure, the data from Job Training Partnership Act Title III follow-up from Program Year 1997 was used. This earning replacement ratio measure statewide is 90%. A Workforce Investment Act performance level of 80% was selected to account for program transition.

**8. Dislocated Worker Credential Attainment Rate 51%**

The Career Enhancement Program measure was calculated by combining the number of participants who achieved a training goal and dividing that by the number of participants with a training goal.

The Job Training Partnership Act measure was calculated by adding the number of exited participants in Title III and III-G services who obtained a General Equivalence Diploma with the number of participants who completed occupational skills training, divided by the number of exited participants who received training services as defined under Workforce Investment Act (General Equivalence Diploma, occupational skills training, and on-the-job training). It should be noted, however, that this measure will most likely look substantially different under Workforce Investment Act program design. It must also be noted that the denominator will always be larger than the

numerator since it includes customers who received training services that do not lead to a credential (on-the-job training and job readiness training). Thus, unless only services that lead to a credential are offered to customers receiving training services, the measure is unattainable at the 100% level.

Since the Job Training Partnership Act measure most closely represents the types of training services that will be offered to participants under Workforce Investment Act, it was selected as the Workforce Investment Act performance level with an adjustment to account for transition.

**9. Youth 19-21 Entered Employment Rate 65%**

The measures for Wagner-Peyser services and the Career Enhancement Program reflect entered employment rates for customers who were between 19 and 21 years old. However, while the Job Training Partnership Act measure most closely reflects Workforce Investment Act eligibility requirements, the program design is far different under Workforce Investment Act than under Job Training Partnership Act. Since none of the measures is even close to capturing both eligibility and service design under Workforce Investment Act, the measure that is the lowest was selected as the Workforce Investment Act performance level.

**10. Youth 19-21 Retention Rate after 6 Months 78%**

The measures for Wagner-Peyser services and the Career Enhancement Program reflect retention rates for customers who were between 19 and 21 years old. However, while the Job Training Partnership Act measure most closely reflects Workforce Investment Act eligibility requirements, the program design is far different under Workforce Investment Act than under Job Training Partnership Act. Since none of the measures is even close to capturing both eligibility and service design under Workforce Investment Act, the measure that is the lowest was selected as the Workforce Investment Act performance level.

**11. Youth 19-21 Earnings Gain after 6 Months \$2200.00**

The measures for Wagner-Peyser services and the Career Enhancement Program reflect retention rates for customers who were between 19 and 21 years old. However, while the Job Training Partnership Act measure most closely reflects Workforce Investment Act eligibility requirements, the program design is far different under Workforce Investment Act than under Job Training Partnership Act. Since none of the measures is even close to capturing both eligibility and service design under Workforce Investment Act, a measure splits the difference between the two lowest measures was selected as the Workforce Investment Act performance level.

**12. Youth 19-21 Credential Attainment Rate 21%**

The measure from the Nevada Department of Education represents the percentage of individuals 19-21 years old in adult education and literacy programs who received a General Equivalence

Diploma. The Job Training Partnership Act measure was calculated by adding the number of exited participants 19-21 years old in II-C services who obtained a General Equivalence Diploma with the number of participants who completed occupational skills training, divided by the number of exited participants. It should be noted, however, that this measure will most likely look substantially different under Workforce Investment Act program design. It must also be noted that the denominator will always be larger than the numerator since it includes youth who received services that do not lead to a credential (work experiences, leadership development, supportive services, adult mentoring, etc.). Thus, unless only services that lead to a credential are offered to youth, the measure is unattainable at the 100% level. Given the lack of supporting data that corresponds to the Workforce Investment Act measure calculations, the Job Training Partnership Act measure was selected as the Workforce Investment Act performance level.

**13. Youth 14-18 Attainment of Basic/Work Readiness/Occupational Skills 60%**

The Job Training Partnership Act measure was calculated by adding the number of youth 14-18 in II-C services who had either a basic education, pre-employment skills and work maturity skills goal, or a job specific skills goal and obtained that goal divided by the number of youth with one or more of those goals. Given the lack of supporting data that corresponds to the Workforce Investment Act measure calculations, the Job Training Partnership Act measure was selected as the Workforce Investment Act performance level.

**14. Youth 14-18 Attainment of Secondary School Diplomas or Equivalent 20%**

The Job Training Partnership Act measure was calculated by dividing the number of youth 14-18 in II-C services who did not have a diploma or equivalent and who attained a diploma or equivalent divided by the number of youth who did not have diploma or equivalent and exited services. It should be noted, however, that this measure will most likely look substantially different under Workforce Investment Act program design. Specifically, the denominator will always be larger than the numerator since it includes youth who did not have a goal to obtain a high school diploma. Thus, unless all youth without a diploma were in an activity to attain a diploma or equivalent, the measure is unattainable at the 100% level. Given the lack of supporting data that corresponds to the Workforce Investment Act measure calculations, the Job Training Partnership Act measure was selected as the Workforce Investment Act performance level.

**15. Youth 14-18 Placement and Retention in Training, Post-second. Ed., etc. 35%**

The definitions for this calculating this measure were too dissimilar for any other available data source to calculate in a reliable baseline. A Workforce Investment Act performance level of 35% was selected based on the other measures for youth 14-18 and upon an estimates provided by service providers.

**16. Participant Customer Satisfaction: 70 (Index Rating)**

The Nevada Department of Employment, Training, and Rehabilitation conducted satisfaction surveys among individuals utilizing the services of the Career Enhancement Program, Vocational Rehabilitation, the Bureau of Services to the Blind and Visually Impaired, as well as Wagner-Peyser and unemployment insurance programs. The measure reflects a combined average of satisfaction levels across all programs for the past four years of 75. Since it is anticipated that participants under Workforce Investment Act may represent a different customer group and since transition to new services may result initially in decreased customer satisfaction, the Workforce Investment Act performance level selected is lowered slightly.

**17. Employer Satisfaction: 70 (Index Rating)**

The Nevada Department of Employment, Training, and Rehabilitation conducted satisfaction surveys among employers utilizing the Department's programs that effect employers. The measure reflects a combined average of satisfaction levels across all programs for the past four years of 65. Since Nevada has the increased satisfaction of employer customers as an initial primary goal of Workforce Investment Act, the Workforce Investment Act performance level is increased.

**NEVADA OCCUPATIONAL  
EMPLOYMENT  
&  
PROJECTIONS  
1996 - 2006**

**(click here)**



# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
<b>00000</b>	<b>Total, All Occupations</b>	<b>917230</b>	<b>1410550</b>	<b>493320</b>	<b>53.8%</b>	<b>49355</b>	<b>22551</b>	<b>71906</b>	<b>5.0%</b>
49011	Retail Salespersons	27330	47160	19830	72.6%	1983	867	2850	7.0%
65008	Waiters And Waitresses	26700	45030	18330	68.7%	1833	1363	3196	7.0%
49023	Cashiers	24380	42040	17660	72.4%	1766	1063	2829	7.0%
67002	Maids & Room Cleaners	17800	29890	12090	67.9%	1209	321	1530	7.0%
68075	Blackjack Dealers	17180	28970	11790	68.6%	1179	382	1561	7.0%
67005	Janitors	19360	30500	11140	57.5%	1114	393	1507	6.0%
65038	Food Preparation Workers	14140	25110	10970	77.6%	1097	722	1819	8.0%
19005	General Managers & Top Executives	18250	27920	9670	53.0%	968	388	1356	5.0%
63047	Security Guards	13590	22670	9080	66.8%	907	284	1191	7.0%
65041	Fast Food Workers	11470	20340	8870	77.3%	887	585	1472	8.0%
55347	General Office Clerks	20850	29560	8710	41.8%	871	475	1346	4.0%
98999	General Laborers	15220	23670	8450	55.5%	846	512	1358	6.0%
41002	Supervisors-Sales	15050	23010	7960	52.9%	796	241	1037	5.0%
85132	Maintenance Repairers (General)	12840	20520	7680	59.8%	768	260	1028	6.0%
65014	Dining Room, Cafeteria & Bartender Helpers	10470	17860	7390	70.6%	739	339	1078	7.0%
65026	Cooks-Restaurants	9910	16990	7080	71.4%	708	236	944	7.0%
32502	Registered Nurses	9940	16580	6640	66.8%	663	137	800	7.0%
49075	Gaming Change Person	10390	16930	6540	62.9%	654	231	885	6.0%
97105	Truck Drivers-Light (Including Delivery)	9140	15190	6050	66.2%	605	128	733	7.0%
61080	Gaming Supervisors	8080	13880	5800	71.8%	580	180	760	7.0%
65005	Bartenders	9430	15120	5690	60.3%	568	364	932	6.0%
55338	Bookkeeping & Accounting Clerks	15790	21360	5570	35.3%	557	266	823	4.0%
51002	Supervisors-Clerical Workers	9210	14770	5560	60.4%	557	213	770	6.0%
58023	Stock Clerks-Stockrm,Warehouse,Storage Yard	5030	9880	4850	96.4%	486	74	560	10.0%
55305	Receptionists & Information Clerks	7970	12730	4760	59.7%	476	148	624	6.0%
97102	Truck Drivers-Heavy Or Tractor-Trailer	8420	12710	4290	51.0%	429	118	547	5.0%
87102	Carpenters	14440	18590	4150	28.7%	415	255	670	3.0%
55108	Secretaries (Except Legal & Medical)	12970	17010	4040	31.1%	404	225	629	3.0%
15026	Food Service & Lodging Managers	4570	8260	3690	80.7%	370	97	467	8.0%
49008	Sales Representatives(Except Scientific,Retail)	6420	10050	3630	56.5%	363	152	515	6.0%
68074	Craps (Dice) Dealers	4480	7850	3370	75.2%	337	100	437	8.0%
31305	Teachers-Elementary School	6700	10060	3360	50.1%	336	128	464	5.0%
53808	Hotel Desk Clerks	4460	7710	3250	72.9%	325	197	522	7.0%
65032	Cooks-Fast Food	3300	6420	3120	94.5%	312	79	391	9.0%
98902	Hand Packers & Packagers	3950	7040	3090	78.2%	309	105	414	8.0%
31308	Teachers-Secondary School	6110	9160	3050	49.9%	305	182	487	5.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
58028	Shipping, Receiving & Traffic Clerks	4870	7740	<b>2870</b>	58.9%	287	74	361	6.0%
13002	Financial Managers	5310	8110	<b>2800</b>	52.7%	280	100	380	5.0%
97114	Taxi Drivers & Chauffeurs	5560	8130	<b>2570</b>	46.2%	257	83	340	5.0%
21114	Accountants & Auditors	4900	7460	<b>2560</b>	52.2%	255	101	356	5.0%
49076	Casino Cage Cashiers	4010	6540	<b>2530</b>	63.1%	254	89	343	6.0%
65002	Hosts & Hostesses-Restaurants & Lounges	3570	5880	<b>2310</b>	64.7%	232	101	333	6.0%
68038	Child Care Workers	3580	5850	<b>2270</b>	63.4%	227	40	267	6.0%
49026	Telemarketers,Vendrs,Door-To-Door Sales Wkrs	4280	6510	<b>2230</b>	52.1%	223	116	339	5.0%
61076	Slot Key Person	3150	5270	<b>2120</b>	67.3%	213	70	283	7.0%
85302	Auto Mechanics	4970	7050	<b>2080</b>	41.9%	208	130	338	4.0%
66008	Nursing Aides	3370	5360	<b>1990</b>	59.1%	199	45	244	6.0%
87202	Electricians	6080	7960	<b>1880</b>	30.9%	188	127	315	3.0%
65017	Counter Attendants-Coffee Shop Or Cafeteria	2320	4030	<b>1710</b>	73.7%	171	182	353	7.0%
25102	Systems Analysts	1560	3260	<b>1700</b>	109.0%	170	11	181	11.0%
49021	Stock Clerks-Sales Floor	5900	7590	<b>1690</b>	28.6%	169	87	256	3.0%
53102	Tellers	3390	5060	<b>1670</b>	49.3%	167	141	308	5.0%
79030	Gardeners & Groundskeepers	3340	4970	<b>1630</b>	48.8%	164	75	239	5.0%
98799	Freight, Stock & Material Handlers	3240	4840	<b>1600</b>	49.4%	159	117	276	5.0%
87402	Painters & Paperhangers-Construction	4550	6110	<b>1560</b>	34.3%	157	101	258	3.0%
66005	Medical Assistants	1600	3150	<b>1550</b>	96.9%	154	31	185	10.0%
68023	Baggage Porters & Bellhops	2020	3530	<b>1510</b>	74.8%	150	38	188	7.0%
21108	Loan Officers & Counselors	1310	2800	<b>1490</b>	113.7%	149	25	174	11.0%
13011	Marketing & Public Relations Managers	2280	3760	<b>1480</b>	64.9%	148	42	190	6.0%
31521	Teacher Aides (Paraprofessional)	2600	4060	<b>1460</b>	56.2%	146	34	180	6.0%
32505	Licensed Practical Nurses	2780	4240	<b>1460</b>	52.5%	146	59	205	5.0%
93956	Assemblers (Except Machine/Elect./Precision)	2830	4260	<b>1430</b>	50.5%	143	60	203	5.0%
98905	Vehicle Washers & Equipment Cleaners	3180	4610	<b>1430</b>	45.0%	143	92	235	5.0%
49077	Currency counting Clerk	2290	3710	<b>1420</b>	62.0%	142	51	193	6.0%
55323	Order Clerks	2580	3990	<b>1410</b>	54.7%	141	52	193	5.0%
97947	Industrial Truck & Tractor Operators	2460	3850	<b>1390</b>	56.5%	139	51	190	6.0%
28108	Lawyers	2820	4210	<b>1390</b>	49.3%	139	41	180	5.0%
57102	Switchboard Operators	2840	4220	<b>1380</b>	48.6%	138	53	191	5.0%
81005	Supervisors-Construction & Extractive Workers	5870	7240	<b>1370</b>	23.3%	137	128	265	2.0%
53123	Adjustment Clerks-Merchandise & Billing	1570	2930	<b>1360</b>	86.6%	136	10	146	9.0%
97108	Bus Drivers (Except School)	2050	3410	<b>1360</b>	66.3%	137	27	164	7.0%
68076	Keno Writers	2060	3420	<b>1360</b>	66.0%	136	46	182	7.0%
63017	Correction Officers & Jailers	2190	3500	<b>1310</b>	59.8%	131	33	164	6.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
65021	Bakers-Bakery Shops & Restaurants	1510	2790	<b>1280</b>	84.8%	127	36	163	8.0%
65035	Cooks-Short Order	1830	3110	<b>1280</b>	69.9%	128	44	172	7.0%
97808	Parking Lot Attendants	1730	2980	<b>1250</b>	72.3%	125	30	155	7.0%
15011	Property & Real Estate Managers	2140	3380	<b>1240</b>	57.9%	124	34	158	6.0%
49014	Parts Salespersons	2200	3440	<b>1240</b>	56.4%	125	67	192	6.0%
31311	Teachers-Special Education	2290	3510	<b>1220</b>	53.3%	122	33	155	5.0%
43008	Real Estate Sales Agents	3880	5080	<b>1200</b>	30.9%	120	62	182	3.0%
63014	Police Patrol Officers	2970	4160	<b>1190</b>	40.1%	120	102	222	4.0%
43017	Business Services Sales Representatives	1940	3120	<b>1180</b>	60.8%	118	35	153	6.0%
43002	Insurance Sales Agents	1730	2890	<b>1160</b>	67.1%	116	33	149	7.0%
53121	Loan & Credit Clerks	1230	2360	<b>1130</b>	91.9%	113	12	125	9.0%
55332	Interviewing Clerks	1530	2660	<b>1130</b>	73.9%	112	44	156	7.0%
49017	Counter & Rental Clerks	2820	3930	<b>1110</b>	39.4%	111	100	211	4.0%
32102	Physicians & Surgeons	2180	3280	<b>1100</b>	50.5%	109	31	140	5.0%
92726	Laundry & Drycleaning Machine Operators	2370	3460	<b>1090</b>	46.0%	109	57	166	5.0%
53508	Bill & Account Collectors	1290	2370	<b>1080</b>	83.7%	108	27	135	8.0%
22505	Electrical & Electronic Engineering Technicians	2420	3500	<b>1080</b>	44.6%	108	64	172	4.0%
61008	Supervisors-Cleaning & Building Services	1600	2670	<b>1070</b>	66.9%	107	39	146	7.0%
43014	Securities Sales Representatives	830	1890	<b>1060</b>	127.7%	106	8	114	13.0%
66011	Home Health Aides	1220	2270	<b>1050</b>	86.1%	106	16	122	9.0%
15017	Construction Managers	2510	3560	<b>1050</b>	41.8%	105	53	158	4.0%
97956	Operating Engineers	2760	3760	<b>1000</b>	36.2%	100	61	161	4.0%
85975	Slot & Amusement Machine REPR	1660	2650	<b>990</b>	59.6%	98	37	135	6.0%
58011	Transportation Agents	1280	2260	<b>980</b>	76.6%	98	9	107	8.0%
97117	Driver/Sales Workers	1510	2460	<b>950</b>	62.9%	94	37	131	6.0%
22126	Electrical & Electronic Engineers	1320	2260	<b>940</b>	71.2%	94	33	127	7.0%
55344	Billing, Cost & Rate Clerks	1590	2520	<b>930</b>	58.5%	93	28	121	6.0%
57311	Messengers	1690	2610	<b>920</b>	54.4%	93	41	134	6.0%
68014	Amusement & Recreation Attendants	1770	2690	<b>920</b>	52.0%	92	33	125	5.0%
58026	Order Fillers-Wholesale & Retail Sales	1370	2280	<b>910</b>	66.4%	91	28	119	7.0%
66002	Dental Assistants	1170	2050	<b>880</b>	75.2%	88	29	117	7.0%
31321	Instructors & Coaches-Sports,Physical Training	1510	2390	<b>880</b>	58.3%	88	14	102	6.0%
34038	Designers (Except Interior Designers)	1530	2410	<b>880</b>	57.5%	88	27	115	6.0%
85902	Heating, A/C & Refrigeration Mechanics	1960	2840	<b>880</b>	44.9%	88	46	134	4.0%
56017	Data Entry Keyers (Except Printing)	2590	3470	<b>880</b>	34.0%	88	12	100	3.0%
32517	Pharmacists	970	1820	<b>850</b>	87.6%	84	24	108	9.0%
68081	Slot Carousel Workers	1290	2140	<b>850</b>	65.9%	85	29	114	7.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
53805	Reservation & Transportation Ticket Agents	2320	3140	<b>820</b>	35.3%	82	52	134	4.0%
79041	Laborers, Landscaping & Groundskeeping	3500	4320	<b>820</b>	23.4%	82	97	179	2.0%
87808	Roofers	1560	2370	<b>810</b>	51.9%	81	47	128	5.0%
57305	Mail Carriers	1670	2480	<b>810</b>	48.5%	81	40	121	5.0%
81002	Supervisors-Mechanics, Installers & Repairers	2060	2870	<b>810</b>	39.3%	81	43	124	4.0%
21902	Cost Estimators	1650	2450	<b>800</b>	48.5%	79	14	93	5.0%
87502	Plumbers & Pipefitters	3350	4150	<b>800</b>	23.9%	80	73	153	2.0%
32908	Dental Hygienists	890	1680	<b>790</b>	88.8%	79	27	106	9.0%
21511	Personnel Specialists	1550	2340	<b>790</b>	51.0%	79	45	124	5.0%
97111	School Bus Drivers	1590	2380	<b>790</b>	49.7%	79	21	100	5.0%
53905	Teacher Aides (Clerical)	1780	2570	<b>790</b>	44.4%	79	24	103	4.0%
85314	Mobile Heavy Equip.Mechanics(Except Engines)	2390	3180	<b>790</b>	33.1%	79	53	132	3.0%
34035	Artists & Commercial Artists	1410	2190	<b>780</b>	55.3%	78	29	107	6.0%
32902	Medical Laboratory Technologists	1150	1920	<b>770</b>	67.0%	77	11	88	7.0%
65028	Cooks-Institution Or Cafeteria	1530	2300	<b>770</b>	50.3%	77	36	113	5.0%
81008	Supervisors-Production & Operating Workers	1610	2370	<b>760</b>	47.2%	76	38	114	5.0%
87311	Concrete And Terrazzo Finishers	2420	3180	<b>760</b>	31.4%	76	61	137	3.0%
13017	Engineering, Math & Science Managers	970	1720	<b>750</b>	77.3%	75	21	96	8.0%
61075	Boxtender, Dice	880	1620	<b>740</b>	84.1%	74	20	94	8.0%
55105	Medical Secretaries	1140	1880	<b>740</b>	64.9%	74	20	94	7.0%
13005	Personnel Managers	1340	2080	<b>740</b>	55.2%	74	36	110	5.0%
65011	Food Servers (Outside)	970	1690	<b>720</b>	74.2%	72	76	148	7.0%
15005	Education Administrators	1570	2290	<b>720</b>	45.9%	72	41	113	5.0%
32508	Emergency Medical Technicians	670	1380	<b>710</b>	106.0%	71	13	84	11.0%
25105	Computer Programmers	1680	2390	<b>710</b>	42.3%	71	52	123	4.0%
53311	Insurance Claims Clerks	670	1370	<b>700</b>	104.5%	70	9	79	10.0%
32308	Physical Therapists	690	1390	<b>700</b>	101.4%	70	8	78	10.0%
68079	Race & Sports Book Writer	1060	1760	<b>700</b>	66.0%	70	23	93	7.0%
31302	Teachers, Preschool & Kindergtrn	1130	1830	<b>700</b>	61.9%	70	21	91	6.0%
98312	Carpenter Helpers	1720	2420	<b>700</b>	40.7%	71	61	132	4.0%
55307	Typists (Including Word Processing)	3090	3790	<b>700</b>	22.7%	70	52	122	2.0%
27311	Recreation Workers	1560	2240	<b>680</b>	43.6%	68	69	137	4.0%
15008	Health Services Managers	920	1550	<b>630</b>	68.5%	63	20	83	7.0%
13008	Purchasing Managers	1160	1790	<b>630</b>	54.3%	63	26	89	5.0%
28305	Paralegals	520	1140	<b>620</b>	119.2%	62	5	67	12.0%
66017	Physical Therapy Assistants & Aides	520	1140	<b>620</b>	119.2%	62	12	74	12.0%
81099	First Line Supervisors,all Other	1200	1810	<b>610</b>	50.8%	61	26	87	5.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
55102	Legal Secretaries	1280	1890	610	47.7%	60	22	82	5.0%
43021	Travel Agents	970	1570	600	61.9%	60	22	82	6.0%
49005	Sales Representatives-Scientific Prod., Services	1080	1670	590	54.6%	60	25	85	6.0%
31314	Teachers-Vocational Education & Training	1200	1790	590	49.2%	59	11	70	5.0%
27302	Social Workers (Medical & Psychiatric)	790	1370	580	73.4%	58	12	70	7.0%
27305	Social Workers (Except Medical & Psychiatric)	1240	1810	570	46.0%	56	19	75	5.0%
89311	Cabinetmakers & Bench Carpenters	1020	1580	560	54.9%	56	10	66	6.0%
85311	Bus, Truck & Diesel Engine Mechanics	1460	2020	560	38.4%	57	31	88	4.0%
32911	Medical Records Technicians	590	1140	550	93.2%	55	11	66	9.0%
68077	Keno Runners	810	1350	540	66.7%	53	18	71	7.0%
85702	Telephone & Cable Tv Line Installers, Repairers	970	1500	530	54.6%	53	20	73	5.0%
21308	Purchasing Agents	1260	1790	530	42.1%	53	35	88	4.0%
13014	Administrative Services Managers	1290	1820	530	41.1%	53	28	81	4.0%
55321	File Clerks	1640	2170	530	32.3%	53	61	114	3.0%
97702	Aircraft Pilots & Flight Engineers	1020	1540	520	51.0%	52	22	74	5.0%
58005	Dispatchers (Except Police, Fire & Ambulance)	850	1360	510	60.0%	50	12	62	6.0%
55335	Customer Service Representatives-Utilities	870	1380	510	58.6%	52	17	69	6.0%
34053	Dancers & Choreographers	750	1240	490	65.3%	49	16	65	7.0%
63008	Fire Fighters	2020	2510	490	24.3%	49	79	128	2.0%
85323	Aircraft Mechanics	820	1300	480	58.5%	48	19	67	6.0%
53302	Insurance Adjusters, Examiners & Investigators	450	920	470	104.4%	47	6	53	11.0%
15023	Transportation & Public Utility Managers	840	1310	470	56.0%	48	18	66	6.0%
55341	Payroll Clerks	1170	1640	470	40.2%	47	19	66	4.0%
89132	Sheet Metal Workers	1450	1920	470	32.4%	48	30	78	3.0%
92965	Crushing/Grinding/Mixing Machine Operators	2480	2950	470	19.0%	47	62	109	2.0%
93914	Welders & Cutters	1210	1670	460	38.0%	46	31	77	4.0%
31514	Counselors (Vocational & Educational)	900	1350	450	50.0%	45	20	65	5.0%
65023	Meat Cutters	920	1370	450	48.9%	44	24	68	5.0%
32302	Respiratory Therapists	370	810	440	118.9%	44	4	48	12.0%
27308	Human Services Workers	570	1010	440	77.2%	45	10	55	8.0%
85953	Tire Repairers & Changers	620	1060	440	71.0%	44	24	68	7.0%
34002	Writers & Editors	670	1110	440	65.7%	44	15	59	7.0%
55314	Personnel Clerks (Except Payroll)	920	1360	440	47.8%	43	19	62	5.0%
25104	Computer Support Specialists	330	760	430	130.3%	42	2	44	13.0%
22121	Civil Engineers	1440	1870	430	29.9%	42	34	76	3.0%
63035	Private Detectives & Investigators	540	940	400	74.1%	40	11	51	7.0%
21911	Enforcement Inspectors (Except Construction)	1360	1760	400	29.4%	40	23	63	3.0%

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# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

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34051	Musicians (Instrumental)	730	1110	<b>380</b>	52.1%	38	10	48	5.0%
68026	Flight Attendants	430	800	<b>370</b>	86.0%	37	10	47	9.0%
68021	Ushers & Ticket Takers	640	1010	<b>370</b>	57.8%	38	12	50	6.0%
92974	Packaging & Filling Machine Operators	730	1100	<b>370</b>	50.7%	37	13	50	5.0%
97938	Grader, Bulldozer & Scraper Operators	1460	1830	<b>370</b>	25.3%	37	13	50	3.0%
85305	Auto Body Repairers	1130	1490	<b>360</b>	31.9%	36	35	71	3.0%
92543	Printing Press Operators	500	850	<b>350</b>	70.0%	35	7	42	7.0%
68005	Cosmetologists	2160	2510	<b>350</b>	16.2%	35	58	93	2.0%
34044	Merchandise Displayers & Window Trimmers	400	740	<b>340</b>	85.0%	34	7	41	9.0%
87708	Paving & Surfacing Equipment Operators	460	800	<b>340</b>	73.9%	35	10	45	8.0%
89108	Machinists	760	1100	<b>340</b>	44.7%	34	17	51	4.0%
98319	Helpers, All Other Construction	1180	1520	<b>340</b>	28.8%	34	42	76	3.0%
32905	Medical Laboratory Technicians	570	900	<b>330</b>	57.9%	33	5	38	6.0%
97923	Excavating & Loading Machine Operators	1370	1700	<b>330</b>	24.1%	33	25	58	2.0%
93114	Electrical & Electronic Assemblers (Precision)	530	850	<b>320</b>	60.4%	32	13	45	6.0%
81017	Supervisors-Helpers,Laborers,Material Handlers	640	960	<b>320</b>	50.0%	33	14	47	5.0%
56002	Billing/Posting/Calculating Machine Operators	940	1260	<b>320</b>	34.0%	32	17	49	3.0%
21905	Management Analysts	1100	1420	<b>320</b>	29.1%	32	12	44	3.0%
87602	Carpet Installers	1930	2250	<b>320</b>	16.6%	32	60	92	2.0%
85110	Industrial Machinery Mechanics	490	800	<b>310</b>	63.3%	31	11	42	6.0%
81011	Suprvisors-Transp./Material Moving Equip.Oprs	610	920	<b>310</b>	50.8%	31	13	44	5.0%
93905	Electrical & Electronic Assemblers	680	990	<b>310</b>	45.6%	31	14	45	5.0%
98315	Plumber & Pipefitter Helpers	800	1110	<b>310</b>	38.8%	30	29	59	4.0%
98102	Mechanic & Repairer Helpers	840	1150	<b>310</b>	36.9%	31	30	61	4.0%
22127	Computer Engineers	290	590	<b>300</b>	103.4%	30	2	32	10.0%
32314	Speech Pathologists & Audiologists	390	690	<b>300</b>	76.9%	30	4	34	8.0%
68035	Personal & Home Care Aides	420	720	<b>300</b>	71.4%	30	8	38	7.0%
85926	Office Machine Repairers	470	770	<b>300</b>	63.8%	30	13	43	6.0%
53314	Insurance Policy Processing Clerks	610	910	<b>300</b>	49.2%	30	6	36	5.0%
31304	Teachers-Kindergarten	580	870	<b>290</b>	50.0%	29	11	40	5.0%
53902	Library Assistants & Bookmobile Drivers	720	1010	<b>290</b>	40.3%	29	32	61	4.0%
22502	Civil Engineering Technicians	990	1280	<b>290</b>	29.3%	29	18	47	3.0%
63032	Sheriffs & Deputy Sheriffs	1080	1370	<b>290</b>	26.9%	29	19	48	3.0%
34023	Photographers	630	910	<b>280</b>	44.4%	28	9	37	4.0%
31317	Instructors-Nonvocational Education	680	960	<b>280</b>	41.2%	29	6	35	4.0%
32919	Radiologic Technologists	410	680	<b>270</b>	65.9%	28	6	34	7.0%
21302	Buyers-Wholesale & Retail Trade	580	850	<b>270</b>	46.6%	27	15	42	5.0%

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# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

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32305	Occupational Therapists	230	490	<b>260</b>	113.0%	26	2	28	12.0%
32917	Radiologic Technologists	300	560	<b>260</b>	86.7%	26	5	31	9.0%
66026	Pharmacy Assistants	350	610	<b>260</b>	74.3%	26	7	33	7.0%
32928	Surgical Technologists	270	520	<b>250</b>	92.6%	25	5	30	9.0%
43023	Advertising Sales Representatives	540	790	<b>250</b>	46.3%	26	16	42	5.0%
87314	Reinforcing Metal Workers	700	950	<b>250</b>	35.7%	25	17	42	4.0%
98316	Roofer Helpers	330	570	<b>240</b>	72.7%	24	12	36	7.0%
58008	Production & Expediting Clerks	450	690	<b>240</b>	53.3%	23	7	30	5.0%
53914	Real Estate Clerks	580	820	<b>240</b>	41.4%	25	13	38	4.0%
31502	Librarians	600	840	<b>240</b>	40.0%	24	15	39	4.0%
24105	Chemists (Except Biochemists)	430	660	<b>230</b>	53.5%	23	9	32	5.0%
91117	Machine Tool Cutting Operators-Metal/Plastic	510	740	<b>230</b>	45.1%	22	10	32	4.0%
24308	Biological Scientists	540	770	<b>230</b>	42.6%	23	4	27	4.0%
32105	Dentists	690	920	<b>230</b>	33.3%	22	14	36	3.0%
21111	Tax Preparers	360	580	<b>220</b>	61.1%	22	7	29	6.0%
53802	Travel Clerks	370	590	<b>220</b>	59.5%	22	8	30	6.0%
92971	Extruding & Forming Machine Operators	410	630	<b>220</b>	53.7%	22	10	32	5.0%
34008	Public Relations Specialists	490	710	<b>220</b>	44.9%	22	17	39	5.0%
62051	Cleaners & Servants-Private Household	250	460	<b>210</b>	84.0%	21	6	27	8.0%
95032	Stationary Engineers	330	540	<b>210</b>	63.6%	21	7	28	6.0%
57302	Mail Clerks(Except Mail Machine,Postal Service)	500	710	<b>210</b>	42.0%	20	13	33	4.0%
21908	Construction & Building Inspectors	750	960	<b>210</b>	28.0%	21	22	43	3.0%
87711	Highway Maintenance Workers	890	1100	<b>210</b>	23.6%	21	24	45	2.0%
87508	Pipelayers	920	1130	<b>210</b>	22.8%	21	24	45	2.0%
24505	Chemical Technicians (Except Health)	1110	1320	<b>210</b>	18.9%	21	25	46	2.0%
32921	Radiologic Technicians	200	400	<b>200</b>	100.0%	20	3	23	10.0%
92512	Offset Lithographic Press Setters	280	480	<b>200</b>	71.4%	20	4	24	7.0%
91905	Plastic Molding Machine Operators	300	500	<b>200</b>	66.7%	19	9	28	6.0%
15014	Industrial Production Managers	400	600	<b>200</b>	50.0%	21	8	29	5.0%
31117	Graduate Assistants (Teaching)	660	860	<b>200</b>	30.3%	21	19	40	3.0%
62041	Child Care Workers-Private Household	190	380	<b>190</b>	100.0%	19	9	28	10.0%
89308	Wood Machinists	280	470	<b>190</b>	67.9%	19	3	22	7.0%
55326	Purchasing Clerks	290	480	<b>190</b>	65.5%	19	4	23	7.0%
85711	Electric Home Appliance/Power Tool Repairers	320	510	<b>190</b>	59.4%	20	8	28	6.0%
67008	Pest Controllers & Assistants	330	520	<b>190</b>	57.6%	19	6	25	6.0%
31505	Library Technical Assistants	400	590	<b>190</b>	47.5%	19	12	31	5.0%
87805	Sheet Metal Duct Installers	480	670	<b>190</b>	39.6%	19	11	30	4.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
34017	Announcers-Radio & Tv	500	690	<b>190</b>	38.0%	19	20	39	4.0%
85723	Electrical Power Line Installers & Repairers	510	700	<b>190</b>	37.3%	19	10	29	4.0%
83005	Production Inspectors, Testers & Graders	970	1160	<b>190</b>	19.6%	19	19	38	2.0%
87302	Brickmasons	1110	1300	<b>190</b>	17.1%	19	17	36	2.0%
22135	Mechanical Engineers	390	570	<b>180</b>	46.2%	19	8	27	5.0%
95002	Water & Waste Treatment Plant Operators	450	630	<b>180</b>	40.0%	18	7	25	4.0%
98705	Refuse & Recyclable Materials Collectors	1000	1180	<b>180</b>	18.0%	18	38	56	2.0%
58021	Marking Clerks	200	370	<b>170</b>	85.0%	17	5	22	9.0%
89705	Job Printers	240	410	<b>170</b>	70.8%	17	3	20	7.0%
32518	Pharmacy Technicians	290	460	<b>170</b>	58.6%	17	6	23	6.0%
53105	New Accounts Clerks-Banking	360	530	<b>170</b>	47.2%	17	11	28	5.0%
92717	Sewing Machine Operators-Garment	400	570	<b>170</b>	42.5%	17	6	23	4.0%
66014	Psychiatric Aides	420	590	<b>170</b>	40.5%	16	6	22	4.0%
98502	Machine Feeders & Offbearers	480	650	<b>170</b>	35.4%	17	12	29	3.0%
58002	Dispatchers-Police, Fire & Ambulance	600	770	<b>170</b>	28.3%	17	9	26	3.0%
85705	Data Processing Equipment Repairers	200	360	<b>160</b>	80.0%	16	6	22	8.0%
21105	Credit Analysts	210	370	<b>160</b>	76.2%	16	4	20	8.0%
15075	Casino General Managers	260	420	<b>160</b>	61.5%	15	6	21	6.0%
34011	Reporters	260	420	<b>160</b>	61.5%	16	7	23	6.0%
32514	Opticians (Dispensing)	350	510	<b>160</b>	45.7%	16	8	24	4.0%
85128	Machinery Maintenance Workers	380	540	<b>160</b>	42.1%	16	8	24	4.0%
34058	Athletes, Coaches, Umpires & Related Workers	420	580	<b>160</b>	38.1%	15	13	28	4.0%
53708	License Clerks	500	660	<b>160</b>	32.0%	16	6	22	3.0%
53702	Court Clerks	530	690	<b>160</b>	30.2%	16	6	22	3.0%
87811	Glaziers	660	820	<b>160</b>	24.2%	17	15	32	3.0%
61005	Supervisors-Police & Detectives	780	940	<b>160</b>	20.5%	16	27	43	2.0%
79005	Nursery Workers	270	420	<b>150</b>	55.6%	14	7	21	5.0%
68017	Guides	340	490	<b>150</b>	44.1%	15	6	21	4.0%
85118	Machinery Mechanics-Water Or Power Plant	340	490	<b>150</b>	44.1%	15	8	23	4.0%
43011	Real Estate Appraisers	340	490	<b>150</b>	44.1%	15	6	21	4.0%
57308	Postal Service Clerks	400	550	<b>150</b>	37.5%	15	8	23	4.0%
63011	Police Detectives	530	680	<b>150</b>	28.3%	15	18	33	3.0%
79017	Animal Caretakers (Except Farm)	730	880	<b>150</b>	20.5%	15	19	34	2.0%
25103	Data Base Administrators	100	240	<b>140</b>	140.0%	14	2	16	14.0%
89805	Bakers-Manufacturing	170	310	<b>140</b>	82.4%	14	4	18	8.0%
91502	Numerical Control Mach.Tool Oprs-Metal/Plastic	180	320	<b>140</b>	77.8%	14	3	17	8.0%
91311	Extruding Machine Setters-Metal/Plastic	240	380	<b>140</b>	58.3%	14	7	21	6.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey



# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
34041	Interior Designers	240	380	140	58.3%	15	4	19	6.0%
34005	Technical Writers & Editors	300	440	140	46.7%	14	6	20	5.0%
34056	Producers, Directors, Actors & Entertainers	330	470	140	42.4%	14	7	21	4.0%
21117	Budget Analysts	350	490	140	40.0%	14	7	21	4.0%
25108	Computer Programmer Aides	360	500	140	38.9%	14	11	25	4.0%
92908	Photographic Processing Machine Operators	420	560	140	33.3%	14	14	28	3.0%
95021	Power Plant Oprs (Except Auxiliary Equipment)	160	290	130	81.3%	13	4	17	8.0%
49032	Demonstrators, Promoters & Models	200	330	130	65.0%	13	5	18	7.0%
92546	Bindery Machine Operators	210	340	130	61.9%	13	3	16	6.0%
27307	Residential Counselors	230	360	130	56.5%	13	5	18	6.0%
85923	Locksmiths & Safe Repairers	290	420	130	44.8%	13	7	20	4.0%
85717	Electronics Repairers-Commercial/Indust.Equip.	350	480	130	37.1%	14	7	21	4.0%
92728	Pressing Machine Operators-Textiles/Garments	350	480	130	37.1%	13	8	21	4.0%
87317	Plasterers & Stucco Masons	1200	1330	130	10.8%	13	27	40	1.0%
21921	Claims Examiners-Property/Casualty Insurance	140	260	120	85.7%	13	2	15	9.0%
93953	Grinding & Polishing Workers (Hand)	200	320	120	60.0%	12	3	15	6.0%
22302	Architects (Except Landscape & Marine)	430	550	120	27.9%	11	10	21	3.0%
98314	Painter, Paperhanger & Plasterer Helpers	670	790	120	17.9%	12	24	36	2.0%
22514	Drafters	1120	1240	120	10.7%	12	22	34	1.0%
24111	Geologists, Geophysicists & Oceanographers	1640	1760	120	7.3%	12	35	47	1.0%
66023	Ambulance Drivers & Attendants	110	220	110	100.0%	11	2	13	10.0%
67011	Elevator Operators	170	280	110	64.7%	11	3	14	6.0%
83008	Transportation Inspectors	180	290	110	61.1%	11	3	14	6.0%
91321	Machine Forming Operators-Metal/Plastic	240	350	110	45.8%	11	7	18	5.0%
21102	Underwriters	240	350	110	45.8%	11	6	17	4.0%
83002	Precision Inspectors, Testers & Graders	320	430	110	34.4%	11	5	16	3.0%
56011	Computer Oprs (Except Peripheral Equipment)	1290	1400	110	8.5%	11	20	31	1.0%
32925	Cardiology Technologists	80	180	100	125.0%	9	2	11	11.0%
97944	Crane & Tower Operators	140	240	100	71.4%	9	2	11	7.0%
92953	Coating & Painting Machine Operators	160	260	100	62.5%	11	4	15	7.0%
91305	Press & Brake Machine Setters-Metal/Plastic	160	260	100	62.5%	10	3	13	7.0%
85947	Coin & Vending Machine Servicers & Repairers	170	270	100	58.8%	10	3	13	6.0%
34028	Broadcast Technicians	220	320	100	45.5%	10	6	16	5.0%
87814	Structural Metal Workers	250	350	100	40.0%	9	6	15	4.0%
31210	Social Sciences Teachers-College	320	420	100	31.3%	10	9	19	3.0%
85932	Elevator Installers & Repairers	400	500	100	25.0%	10	10	20	3.0%
72002	Supervisors-Ag. Services, Forestry & Fishing	420	520	100	23.8%	10	10	20	2.0%

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# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

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89707	Electronic Pagination System Operators	40	130	90	225.0%	9	1	10	21.0%
66021	Occupational Therapy Assistants & Aides	70	160	90	128.6%	9	1	10	13.0%
53128	Brokerage Clerks	80	170	90	112.5%	8	1	9	10.0%
32511	Physician Assistants	100	190	90	90.0%	8	2	10	8.0%
21505	Special Agents-Insurance	110	200	90	81.8%	8	3	11	7.0%
31111	Lecturers	120	210	90	75.0%	9	2	11	8.0%
89102	Tool & Die Makers	150	240	90	60.0%	9	2	11	6.0%
31303	Teachers-Preschool	170	260	90	52.9%	9	3	12	5.0%
32521	Dietitians	190	280	90	47.4%	9	4	13	5.0%
43005	Real Estate Brokers	190	280	90	47.4%	9	3	12	5.0%
91935	Furnace Operators & Tenders	220	310	90	40.9%	9	3	12	4.0%
21502	Claims Takers-Unemployment Benefits	250	340	90	36.0%	9	5	14	3.0%
28105	Administrative Law Judges	320	410	90	28.1%	10	5	15	3.0%
27108	Psychologists	360	450	90	25.0%	9	4	13	2.0%
21914	Tax Examiners & Collectors	450	540	90	20.0%	10	8	18	2.0%
98313	Electrician Helpers	830	920	90	10.8%	8	30	38	1.0%
71005	Farm Managers & Operators	1240	1330	90	7.3%	9	26	35	1.0%
92968	Extruding & Forming Machine Setters	50	130	80	160.0%	8	1	9	16.0%
53111	Loan Interviewers	120	200	80	66.7%	8	1	9	7.0%
49002	Sales Engineers	120	200	80	66.7%	7	4	11	6.0%
55302	Stenos, Court Reporters & Transcriptionists	120	200	80	66.7%	8	2	10	6.0%
91921	Electrolytic Plating Machine Oprs-Metal/Plastic	130	210	80	61.5%	9	4	13	7.0%
85502	Central Telephone Ofc/Pbx Installers, Repairers	160	240	80	50.0%	8	3	11	5.0%
91705	Welding Machine Operators	190	270	80	42.1%	8	5	13	4.0%
92524	Screen Printing Machine Setters	210	290	80	38.1%	8	3	11	4.0%
58014	Meter Readers-Utilities	220	300	80	36.4%	8	5	13	3.0%
63028	Criminal Investigators-Public Service	250	330	80	32.0%	8	9	17	3.0%
79806	Veterinary Assistants	250	330	80	32.0%	8	6	14	3.0%
24302	Foresters & Conservation Scientists	300	380	80	26.7%	7	7	14	2.0%
39002	Airplane Dispatchers & Air Traffic Controllers	370	450	80	21.6%	8	11	19	2.0%
61002	Supervisors-Fire Fighting	460	540	80	17.4%	9	16	25	2.0%
32317	Recreational Therapists	80	150	70	87.5%	7	1	8	8.0%
53908	Advertising Clerks	100	170	70	70.0%	7	2	9	7.0%
15076	Manager, Race & Sports book	100	170	70	70.0%	7	2	9	7.0%
32931	Psychiatric Technicians	120	190	70	58.3%	7	2	9	6.0%
92522	Specialty Materials Printing Machine Setters	120	190	70	58.3%	7	2	9	6.0%
28311	Title Examiners & Abstractors	120	190	70	58.3%	7	1	8	6.0%

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# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

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28308	Title Searchers	120	190	70	58.3%	7	1	8	6.0%
58017	Weighers, Measurers & Checkers (Clerical)	140	210	70	50.0%	7	4	11	5.0%
92947	Painters-Transportation Equipment	150	220	70	46.7%	7	4	11	4.0%
85328	Small Engine Specialists	190	260	70	36.8%	7	5	12	4.0%
89123	Jewelers & Silversmiths	190	260	70	36.8%	7	4	11	3.0%
55328	Statistical Clerks	250	320	70	28.0%	8	4	12	3.0%
87817	Fence Erectors	290	360	70	24.1%	7	8	15	3.0%
91508	Combination Machine Tool Oprs-Metal/Plastic	90	150	60	66.7%	7	2	9	8.0%
91902	Plastic Molding Machine Setters	90	150	60	66.7%	6	3	9	6.0%
93944	Molders & Casters (Hand)	100	160	60	60.0%	5	2	7	5.0%
97951	Conveyor Operators & Tenders	110	170	60	54.5%	6	3	9	5.0%
91114	Grinding/Buffering Machine Setters-Metal/Plastic	110	170	60	54.5%	6	2	8	5.0%
22128	Industrial Engineers (Except Safety)	130	190	60	46.2%	7	3	10	5.0%
31114	Nursing Instructors	130	190	60	46.2%	6	2	8	5.0%
53126	Statement Clerks-Banking	140	200	60	42.9%	6	1	7	4.0%
85905	Precision Instrument Repairers	150	210	60	40.0%	6	4	10	4.0%
93921	Pressers (Hand)	160	220	60	37.5%	6	2	8	4.0%
31517	Education Program Specialists	270	330	60	22.2%	6	2	8	2.0%
28302	Law Clerks	290	350	60	20.7%	7	4	11	2.0%
32114	Veterinarians	300	360	60	20.0%	7	6	13	2.0%
21508	Employment Interviewers	320	380	60	18.8%	7	9	16	2.0%
87305	Stonemasons	320	380	60	18.8%	6	5	11	2.0%
15032	Lawn Service Managers	400	460	60	15.0%	6	5	11	1.0%
87802	Insulation Workers	560	620	60	10.7%	6	13	19	1.0%
98311	Brick & Stonemason & Hard Tile Setter Helpers	800	860	60	7.5%	6	29	35	1.0%
89808	Food Batchmakers	40	90	50	125.0%	5	1	6	10.0%
21305	Buyers-Farm Products	80	130	50	62.5%	6	2	8	7.0%
91911	Metal Molding & Casting Machine Operators	80	130	50	62.5%	5	2	7	6.0%
93926	Cutters & Trimmers (Hand)	80	130	50	62.5%	4	2	6	5.0%
92944	Cutting & Slicing Machine Operators	90	140	50	55.6%	5	2	7	5.0%
89917	Optical Goods Workers (Precision)	110	160	50	45.5%	5	2	7	4.0%
91105	Lathe & Turning Machine Setters-Metal/Plastic	120	170	50	41.7%	5	2	7	4.0%
85928	Mechanical Control Installers & Repairers	120	170	50	41.7%	5	3	8	4.0%
89314	Furniture Finishers	150	200	50	33.3%	5	3	8	3.0%
53705	Municipal Clerks	150	200	50	33.3%	4	2	6	3.0%
92923	Furnace, Kiln, Oven & Kettle Operators	160	210	50	31.3%	5	2	7	3.0%
19002	Government Chief Executives & Legislators	250	300	50	20.0%	5	5	10	2.0%

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## Nevada-Statewide / All Industries

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27105	Urban & Regional Planners	250	300	50	20.0%	5	4	9	2.0%
79002	Forest & Conservation Workers	260	310	50	19.2%	5	9	14	2.0%
85321	Farm Equipment Mechanics	270	320	50	18.5%	5	6	11	2.0%
32523	Dietetic Technicians	60	100	40	66.7%	4	1	5	7.0%
92308	Sawing Machine Operators-Wood	60	100	40	66.7%	4	1	5	6.0%
32914	Nuclear Medicine Technologists	70	110	40	57.1%	5	1	6	7.0%
89905	Molders & Shapers (Except Jewelry & Foundry)	70	110	40	57.1%	4	2	6	5.0%
92314	Woodworking Machine Oprs (Except Sawing)	70	110	40	57.1%	4	2	6	5.0%
92941	Cutting & Slicing Machine Setters	80	120	40	50.0%	5	2	7	6.0%
22517	Estimators & Drafters-Utilities	90	130	40	44.4%	4	2	6	5.0%
68008	Manicurists	100	140	40	40.0%	4	3	7	4.0%
85938	Mobile Home/Prefab Building Install/Repairers	100	140	40	40.0%	4	2	6	4.0%
87702	Air Hammer Operators	120	160	40	33.3%	4	3	7	3.0%
31224	Mathematical Sciences Teachers-College	130	170	40	30.8%	4	4	8	3.0%
85721	Powerhouse, Substation & Relay Electricians	130	170	40	30.8%	4	3	7	3.0%
32951	Veterinary Technicians	130	170	40	30.8%	4	3	7	3.0%
89921	Dental Laboratory Technicians (Precision)	140	180	40	28.6%	5	3	8	4.0%
31216	English & Foreign Language Teachers-College	140	180	40	28.6%	4	4	8	3.0%
98323	Extractive Worker Helpers	140	180	40	28.6%	4	5	9	3.0%
63002	Fire Inspectors	150	190	40	26.7%	4	6	10	3.0%
25302	Operations/Systems Analysts(Except Computer)	150	190	40	26.7%	4	4	8	3.0%
24108	Meteorologists & Space Scientists	170	210	40	23.5%	3	4	7	2.0%
32113	Chiropractors	180	220	40	22.2%	4	4	8	2.0%
22511	Mechanical Engineering Technicians	230	270	40	17.4%	4	6	10	2.0%
89914	Photographic Process Workers (Precision)	250	290	40	16.0%	5	8	13	2.0%
22108	Mining Engineers (Including Safety)	330	370	40	12.1%	4	9	13	1.0%
22521	Surveying & Mapping Technicians	570	610	40	7.0%	5	11	16	1.0%
97805	Service Station Attendants	1040	1080	40	3.8%	4	41	45	0.0%
89902	Foundry Mold & Core Makers (Precision)	30	60	30	100.0%	2	1	3	7.0%
93917	Solderers & Brazers	30	60	30	100.0%	2	1	3	6.0%
91932	Heat Treating Machine Operators-Metal/Plastic	40	70	30	75.0%	3	1	4	9.0%
53308	Insurance Examining Clerks-Banking	40	70	30	75.0%	3	0	3	9.0%
93908	Coil Winders, Tapers & Finishers	40	70	30	75.0%	2	1	3	5.0%
85908	Electromedical Equipment Repairers	50	80	30	60.0%	3	1	4	7.0%
34047	Music Directors, Singers & Composers	50	80	30	60.0%	3	1	4	6.0%
91702	Welding Machine Setters	50	80	30	60.0%	3	1	4	6.0%
89111	Tool Grinders, Filers & Sharpeners	50	80	30	60.0%	3	1	4	5.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
89117	Precision Layout Workers-Metal	50	80	30	60.0%	2	1	3	4.0%
92525	Bindery Machine Setters	60	90	30	50.0%	4	1	5	7.0%
22114	Chemical Engineers	60	90	30	50.0%	3	2	5	5.0%
93105	Machine Builders/Precision Mach. Assemblers	60	90	30	50.0%	3	1	4	4.0%
91505	Combination Machine Tool Setters-Metal/Plastic	70	100	30	42.9%	4	1	5	6.0%
24311	Medical Scientists	70	100	30	42.9%	3	1	4	5.0%
31212	Health Specialties Teachers-College	70	100	30	42.9%	2	2	4	3.0%
85714	Electric Motor & Transformer Repairers	80	110	30	37.5%	4	2	6	5.0%
15002	Postmasters & Mail Superintendents	80	110	30	37.5%	3	2	5	4.0%
22132	Safety Engineers (Except Mining)	80	110	30	37.5%	3	2	5	4.0%
25315	Financial Analysts (Statistical)	90	120	30	33.3%	3	2	5	3.0%
34026	Camera Operators-Tv & Motion Pictures	100	130	30	30.0%	4	1	5	4.0%
56005	Duplicating Machine Operators	100	130	30	30.0%	3	4	7	3.0%
31222	Engineering Teachers-College	100	130	30	30.0%	3	3	6	3.0%
85308	Motorcycle Repairers	100	130	30	30.0%	2	3	5	2.0%
31218	Art, Drama & Music Teachers-College	110	140	30	27.3%	3	3	6	3.0%
63023	Bailiffs	110	140	30	27.3%	3	2	5	3.0%
22105	Metallurgists & Ceramics & Materials Engineers	110	140	30	27.3%	3	3	6	3.0%
93947	Painting, Coating & Decorating Workers (Hand)	110	140	30	27.3%	3	3	6	3.0%
24502	Biological, Agricultural & Food Technicians	120	150	30	25.0%	3	3	6	2.0%
89517	Pressers-Delicate Fabrics	120	150	30	25.0%	3	3	6	2.0%
28102	Judges & Magistrates	140	170	30	21.4%	3	2	5	2.0%
95028	Power Distributors & Dispatchers	150	180	30	20.0%	3	4	7	2.0%
97305	Locomotive Engineers	160	190	30	18.8%	3	3	6	2.0%
32108	Optometrists	210	240	30	14.3%	4	4	8	2.0%
92962	Separating & Filtering Machine Operators	210	240	30	14.3%	2	5	7	1.0%
53117	Credit Checkers	240	270	30	12.5%	3	1	4	1.0%
63044	Crossing Guards	300	330	30	10.0%	3	8	11	1.0%
87902	Earth Drillers (Except Oil & Gas)	740	770	30	4.1%	3	16	19	0.0%
87108	Drywall Installers	2460	2490	30	1.2%	3	75	78	0.0%
93111	Electromechanical Equip.Assemblers(Precision)	20	40	20	100.0%	2	1	3	9.0%
91314	Rolling Machine Setters-Metal/Plastic	20	40	20	100.0%	1	0	1	5.0%
32923	Electroencephalograph Technologists	30	50	20	66.7%	2	1	3	8.0%
91111	Milling & Planing Machine Setters-Metal/Plastic	30	50	20	66.7%	2	1	3	6.0%
92921	Roasting/Drying Machine Oprs-Food/Tobacco	30	50	20	66.7%	2	1	3	6.0%
91102	Sawing Machine Setters-Metal/Plastic	30	50	20	66.7%	2	1	3	6.0%
91317	Forging Machine Setters-Metal/Plastic	30	50	20	66.7%	2	1	3	5.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
85116	Marine Equipment Mechanics	30	50	20	66.7%	2	1	3	5.0%
22508	Industrial Engineering Technicians	40	60	20	50.0%	2	1	3	6.0%
89713	Camera Operators	40	60	20	50.0%	2	1	3	5.0%
93902	Machine Assemblers	40	60	20	50.0%	2	1	3	5.0%
91108	Drilling & Boring Machine Setters-Metal/Plastic	40	60	20	50.0%	2	1	3	4.0%
91308	Shear & Slitter Machine Setters-Metal/Plastic	50	70	20	40.0%	3	1	4	5.0%
89718	Platemakers	50	70	20	40.0%	2	1	3	4.0%
85956	Menders-Garments & Linens	50	70	20	40.0%	1	1	2	2.0%
89514	Spotters-Dry Cleaning	50	70	20	40.0%	1	1	2	2.0%
85505	Frame Wirers-Central Telephone Office	60	80	20	33.3%	3	1	4	5.0%
92958	Cleaning/Pickling Equipment Operators	60	80	20	33.3%	3	1	4	4.0%
89911	Detail Design Decorators (Precision)	60	80	20	33.3%	2	1	3	4.0%
87511	Septic Tank & Sewer Pipe Servicers	60	80	20	33.3%	3	2	5	4.0%
21917	Assessors	60	80	20	33.3%	2	1	3	3.0%
27102	Economists & Market Research Analysts	60	80	20	33.3%	2	2	4	3.0%
31508	Audio-Visual Specialists	70	90	20	28.6%	3	1	4	4.0%
31226	Computer Science Teachers-College	70	90	20	28.6%	3	2	5	4.0%
31511	Curators, Archivists & Museum Technicians	70	90	20	28.6%	2	2	4	4.0%
93951	Engraving & Printing Workers (Hand)	70	90	20	28.6%	2	2	4	3.0%
39005	Traffic Technicians	70	90	20	28.6%	2	2	4	3.0%
85728	Electrical Repairers-Transportation Equipment	80	100	20	25.0%	2	2	4	3.0%
24305	Agricultural & Food Scientists	80	100	20	25.0%	2	2	4	2.0%
31202	Life Sciences Teachers-College	90	110	20	22.2%	3	2	5	3.0%
92914	Paper Goods Machine Setters	100	120	20	20.0%	2	2	4	2.0%
79033	Pruners	100	120	20	20.0%	2	3	5	2.0%
85123	Millwrights	120	140	20	16.7%	2	3	5	2.0%
15021	Mining & Oil & Gas Drilling Managers	130	150	20	15.4%	2	3	5	1.0%
87605	Floor Layers (Except Carpet, Wood & Hard Tile)	140	160	20	14.3%	2	3	5	2.0%
32926	Electrocardiograph Technicians	140	160	20	14.3%	2	3	5	1.0%
97932	Loading Machine Oprs-Underground Mining	150	170	20	13.3%	2	3	5	1.0%
92721	Sewing Machine Operators-Non-Garment	210	230	20	9.5%	2	3	5	1.0%
87905	Blasters & Explosives Workers	240	260	20	8.3%	3	5	8	1.0%
22311	Surveyors & Mapping Scientists	520	540	20	3.8%	2	10	12	0.0%
87114	Lathers	1210	1230	20	1.7%	2	37	39	0.0%
87111	Tapers	1890	1910	20	1.1%	2	57	59	0.0%
91908	Metal Molding & Casting Machine Setters	20	30	10	50.0%	2	0	2	9.0%
91928	Heating Equipment Setters-Metal/Plastic	20	30	10	50.0%	1	1	2	7.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
32913	Radiation Therapists	20	30	10	50.0%	1	0	1	7.0%
55317	Correspondence Clerks	20	30	10	50.0%	1	0	1	6.0%
92932	Dairy Processing Equipment Setters, Operators	20	30	10	50.0%	1	0	1	6.0%
89923	Medical Appliance Makers	20	30	10	50.0%	1	0	1	5.0%
92311	Woodworking Machine Setters (Except Sawing)	20	30	10	50.0%	1	0	1	5.0%
95005	Gas Plant Operators	20	30	10	50.0%	1	0	1	4.0%
22123	Agricultural Engineers	20	30	10	50.0%	1	1	2	3.0%
92917	Cooking Machine Operators-Food/Tobacco	20	30	10	50.0%	1	0	1	3.0%
25310	Mathematical Scientists	20	30	10	50.0%	1	0	1	3.0%
87505	Pipelaying Fitters	20	30	10	50.0%	1	1	2	3.0%
85514	Radio Mechanics	20	30	10	50.0%	1	0	1	3.0%
92926	Boiler Operators & Tenders (Low Pressure)	20	30	10	50.0%	0	0	0	2.0%
93108	Structural Metal Fitters (Precision)	20	30	10	50.0%	1	0	1	2.0%
85951	Bicycle Repairers	30	40	10	33.3%	1	1	2	5.0%
92951	Coating & Painting Machine Setters	30	40	10	33.3%	1	1	2	5.0%
97941	Hoist & Winch Operators	30	40	10	33.3%	1	1	2	5.0%
85921	Musical Instrument Repairers & Tuners	30	40	10	33.3%	1	1	2	4.0%
27502	Clergy	40	50	10	25.0%	1	1	2	4.0%
93932	Carpet Cutters, Markers & Seamers	40	50	10	25.0%	1	1	2	2.0%
79036	Sprayers/Applicators-Trees & Lawns	40	50	10	25.0%	1	1	2	2.0%
31204	Chemistry Teachers-College	50	60	10	20.0%	1	1	2	3.0%
63041	Fish & Game Wardens	50	60	10	20.0%	1	1	2	3.0%
91302	Punching Machine Setters-Metal/Plastic	50	60	10	20.0%	1	1	2	3.0%
39014	Embalmers	50	60	10	20.0%	1	1	2	2.0%
85917	Watchmakers	50	60	10	20.0%	0	1	1	0.0%
79011	Agricultural Graders & Sorters	60	70	10	16.7%	1	1	2	2.0%
68041	Funeral Attendants	60	70	10	16.7%	1	1	2	2.0%
39011	Funeral Directors & Morticians	60	70	10	16.7%	1	1	2	2.0%
85944	Gas Appliance Repairers	60	70	10	16.7%	1	1	2	2.0%
85326	Aircraft Engine Specialists	70	80	10	14.3%	2	2	4	3.0%
92956	Cementing & Gluing Machine Operators	70	80	10	14.3%	1	2	3	2.0%
95008	Chemical Plant & System Operators	70	80	10	14.3%	1	2	3	2.0%
15031	Nursery & Greenhouse Managers	70	80	10	14.3%	1	1	2	1.0%
22308	Landscape Architects	80	90	10	12.5%	1	2	3	1.0%
89508	Upholsterers	110	120	10	9.1%	1	1	2	1.0%
87943	Mine Cutting Machine Operators	130	140	10	7.7%	2	3	5	1.0%
85708	Electronic Home Entertainment Equip.Repairers	150	160	10	6.7%	1	3	4	1.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
97302	Railroad Conductors & Yardmasters	160	170	10	6.3%	1	3	4	1.0%
91714	Metal Fabricators-Structural Metal Products	180	190	10	5.6%	1	3	4	0.0%
87105	Ceiling Tile Installers	200	210	10	5.0%	1	4	5	0.0%
68032	Locker & Dressing Room Attendants	20	20	0	0.0%	1	0	1	5.0%
22117	Nuclear Engineers	20	20	0	0.0%	1	0	1	5.0%
34014	Tv & Radio News Broadcasters	20	20	0	0.0%	1	1	2	4.0%
34021	Announcers (Except Radio & Tv)	20	20	0	0.0%	1	1	2	3.0%
31206	Physics Teachers-College	30	30	0	0.0%	1	1	2	3.0%
39008	Radio Operators	20	20	0	0.0%	1	1	2	3.0%
79856	Farmworkers, Food & Fiber Crops	20	20	0	0.0%	0	0	0	2.0%
87608	Floor Sanding Machine Operators	30	30	0	0.0%	1	1	2	2.0%
85117	Mining Machinery Mechanics	50	50	0	0.0%	1	1	2	2.0%
32111	Podiatrists	40	40	0	0.0%	1	1	2	2.0%
89511	Precision Shoe & Leather Workers	50	50	0	0.0%	1	1	2	2.0%
79016	Animal Trainers	20	20	0	0.0%	0	0	0	1.0%
97928	Dredge Operators	40	40	0	0.0%	1	1	2	1.0%
62031	Housekeepers & Butlers-Private Household	40	40	0	0.0%	0	1	1	1.0%
92515	Letterpress Setters	30	30	0	0.0%	0	0	0	1.0%
92935	Chemical Equipment Controllers & Operators	100	100	0	0.0%	0	2	2	0.0%
92938	Chemical Equipment Tenders	30	30	0	0.0%	0	1	1	0.0%
53114	Credit Authorizers	60	60	0	0.0%	0	1	1	0.0%
89505	Custom Tailors & Sewers	280	280	0	0.0%	0	3	3	0.0%
31323	Farm & Home Management Advisors	50	50	0	0.0%	0	0	0	0.0%
71002	Farmers	40	40	0	0.0%	0	1	1	0.0%
24102	Physicists & Astronomers	60	60	0	0.0%	0	1	1	0.0%
89128	Precision Etchers & Engravers	20	20	0	0.0%	0	0	0	0.0%
85317	Rail Car Repairers	30	30	0	0.0%	0	1	1	0.0%
87714	Rail-Track Laying Equipment Operators	80	80	0	0.0%	0	2	2	0.0%
25312	Statisticians	20	20	0	0.0%	0	0	0	0.0%
85911	Electric Meter Installers & Repairers	60	60	0	0.0%	-1	2	2	-1.0%
53911	Proofreaders	50	50	0	0.0%	0	1	1	-1.0%
57111	Telegraph & Teletype Operators	50	50	0	0.0%	-1	1	1	-2.0%
87941	Continuous Mining Machine Operators	20	20	0	0.0%	-1	0	0	-3.0%
72008	Supervisors-Farm Workers	380	370	-10	-2.6%	0	5	5	0.0%
68002	Barbers	170	160	-10	-5.9%	0	5	5	0.0%
97308	Rail Yard Engineers & Dinkey Operators	20	10	-10	-50.0%	0	0	0	-1.0%
92905	Motion Picture Projectionists	20	10	-10	-50.0%	-1	0	0	-3.0%

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey



# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

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		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
53108	Transit Clerks-Banking	20	10	-10	-50.0%	-1	1	1	-3.0%
87911	Rotary Drill Operators-Oil & Gas	20	10	-10	-50.0%	-1	0	0	-5.0%
74002	Farm Workers	3920	3900	-20	-0.5%	-2	108	108	0.0%
97317	Railroad Brake, Signal & Switch Operators	110	90	-20	-18.2%	-2	2	2	-2.0%
56021	Data Entry Keyers (Printing)	70	50	-20	-28.6%	-2	0	0	-3.0%
56014	Peripheral Computer Equipment Operators	60	40	-20	-33.3%	-2	1	1	-3.0%
79021	Farm Equipment Operators	1540	1510	-30	-1.9%	-3	42	42	0.0%
89706	Paste-Up Workers	60	30	-30	-50.0%	-3	1	1	-6.0%
87914	Derrick Operators-Oil & Gas	50	20	-30	-60.0%	-3	1	1	-5.0%
92541	Typesetting & Composing Machine Operators	50	20	-30	-60.0%	-3	1	1	-6.0%
56008	Mail Machine Operators	340	300	-40	-11.8%	-4	14	14	-1.0%
87308	Hard Tile Setters	650	600	-50	-7.7%	-6	14	14	-1.0%
57105	Directory Assistance Operators	240	180	-60	-25.0%	-6	5	5	-2.0%
89717	Strippers-Printing	100	40	-60	-60.0%	-6	1	1	-6.0%
57108	Central Office Operators	320	250	-70	-21.9%	-8	6	6	-2.0%
53502	Welfare Eligibility Workers	700	600	-100	-14.3%	-10	11	11	-1.0%
85726	Telephone Installers & Repairers	490	190	-300	-61.2%	-31	10	10	-6.0%

The Following Occupations Have Been Suppressed Due To Confidentiality - Base Year Employment Less Than 20

97514	Able Seamen	*	*	*	*	*	*	*	*
22102	Aerospace Engineers	*	*	*	*	*	*	*	*
95023	Auxiliary Equipment Operators-Power	*	*	*	*	*	*	*	*
89135	Boilermakers	*	*	*	*	*	*	*	*
89721	Bookbinders	*	*	*	*	*	*	*	*
97802	Bridge, Lock & Lighthouse Tenders	*	*	*	*	*	*	*	*
85914	Camera & Photographic Equipment Repairers	*	*	*	*	*	*	*	*
97502	Captains-Water Vessel	*	*	*	*	*	*	*	*
62021	Cooks-Private Household	*	*	*	*	*	*	*	*
92928	Cooling & Freezing Equipment Operators	*	*	*	*	*	*	*	*
32311	Corrective & Manual Arts Therapists	*	*	*	*	*	*	*	*
91917	Electrolytic Plating Mach.Setters-Metal/Plastic	*	*	*	*	*	*	*	*
89502	Fabric/Apparel Patternmakers, Layout Workers	*	*	*	*	*	*	*	*
34032	Film Editors	*	*	*	*	*	*	*	*
63005	Forest Fire Inspectors & Prevention Specialists	*	*	*	*	*	*	*	*
91914	Foundry Mold Assembly & Shakeout Workers	*	*	*	*	*	*	*	*
93911	Glaziers-Manufacturing	*	*	*	*	*	*	*	*
89702	Hand Compositors And Typesetters	*	*	*	*	*	*	*	*

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# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

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92305	Head Sawyers	*	*	*	*	*	*	*	*
77011	Hunters & Trappers	*	*	*	*	*	*	*	*
53505	Investigators (Clerical)	*	*	*	*	*	*	*	*
97311	Locomotive Firers	*	*	*	*	*	*	*	*
73008	Log Handling Equipment Operators	*	*	*	*	*	*	*	*
22305	Marine Architects	*	*	*	*	*	*	*	*
25323	Mathematical Technicians	*	*	*	*	*	*	*	*
25319	Mathematicians & Math Scientists	*	*	*	*	*	*	*	*
93938	Meat, Poultry & Fish Cutters (Hand)	*	*	*	*	*	*	*	*
93941	Metal Pourers & Casters-Basic Shapes	*	*	*	*	*	*	*	*
97511	Motorboat Operators	*	*	*	*	*	*	*	*
24508	Nuclear Technicians	*	*	*	*	*	*	*	*
25111	Numerical Tool/Process Control Programmers	*	*	*	*	*	*	*	*
63021	Parking Enforcement Officers	*	*	*	*	*	*	*	*
89302	Pattern & Model Makers-Wood	*	*	*	*	*	*	*	*
89305	Pattern Markers-Wood	*	*	*	*	*	*	*	*
89908	Pattern/Modelmaksr(Ex.Met.,Plast.,Wood,Fabric)	*	*	*	*	*	*	*	*
22111	Petroleum Engineers	*	*	*	*	*	*	*	*
95011	Petroleum Pump System Operators	*	*	*	*	*	*	*	*
24511	Petroleum Technicians	*	*	*	*	*	*	*	*
89712	Photoengravers	*	*	*	*	*	*	*	*
92545	Photoengraving & Lithographic Machine Oprs	*	*	*	*	*	*	*	*
93928	Portable Machine Cutters	*	*	*	*	*	*	*	*
89126	Precision Hand Wkrs-Jewelry,Related Products	*	*	*	*	*	*	*	*
92510	Printing Press Setters	*	*	*	*	*	*	*	*
97953	Pump Operators	*	*	*	*	*	*	*	*
63038	Railroad & Transit Police	*	*	*	*	*	*	*	*
85511	Railroad Signal Or Switch Maintainers	*	*	*	*	*	*	*	*
27505	Religious Activities & Education Directors	*	*	*	*	*	*	*	*
92302	Sawing Machine Setters-Wood	*	*	*	*	*	*	*	*
89715	Scanner Operators	*	*	*	*	*	*	*	*
93923	Sewers (Hand)	*	*	*	*	*	*	*	*
85113	Sewing Machine Mechanics & Repairers	*	*	*	*	*	*	*	*
68011	Shampooers	*	*	*	*	*	*	*	*
89802	Slaughterers & Butchers	*	*	*	*	*	*	*	*
91711	Soldering & Brazing Machine Operators	*	*	*	*	*	*	*	*
97314	Subway & Streetcar Operators	*	*	*	*	*	*	*	*

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

# Nevada Occupational Employment & Projections 1996 - 2006

## Nevada-Statewide / All Industries

### Fastest Growing Occupations / Ranked By Total Employment Change

OES Code	Occupation	Employment Estimates				Avg. Annual Openings Due To			Avg. Annual Growth Rate
		Base Year 1996	Projected Year 2006	Total Change	Total % Change	Growth	Replacements	Total	
97905	Tank Car & Tank Truck Loaders	*	*	*	*	*	*	*	*
85508	Telegraph & Teletype Installers & Repairers	*	*	*	*	*	*	*	*
92705	Textile Machine Operators-Knitting & Weaving	*	*	*	*	*	*	*	*
92702	Textile Machine Setters	*	*	*	*	*	*	*	*
85112	Textile Machinery Mechanics	*	*	*	*	*	*	*	*
92911	Tire Building Machine Operators	*	*	*	*	*	*	*	*
68028	Transportation Attendants (Except Flight)	*	*	*	*	*	*	*	*

Source: Nevada Department of Employment, Training and Rehabilitation - Research and Analysis Bureau / 1997 Nevada OES Wage Survey

**NEVADA REVISED STATUTES**

**NRS 281.421 Legislative declaration and findings.**

- 1. It is hereby declared to be the public policy of this state that:**
  - (a) A public office is a public trust and shall be held for the sole benefit of the people.**
  - (b) A public officer or employee must commit himself to avoid conflicts between his private interests and those of the general public whom he serves.**
- 2. The legislature finds that:**
  - (a) The increasing complexity of state and local government, more and more closely related to private life and enterprise, enlarges the potentiality for conflict of interests.**
  - (b) To enhance the people's faith in the integrity and impartiality of public officers and employees, adequate guidelines are required to show the appropriate separation between the roles of persons who are both public servants and private citizens.**
- 8 Members of the legislature serve as Acitizen legislators<sup>e</sup> who have other occupations and business interests. Each legislator has particular philosophies and perspectives that are necessarily influenced by the life experiences of that legislator, including, without limitation, professional, family and business experiences. Our system assumes that legislators will contribute those philosophies and perspectives to the debate over issues with which the legislature is confronted. The law concerning ethics in government is not intended to require a member of the legislature to abstain on issues which might affect his interests, provided those interests are properly disclosed and that the benefit or detriment accruing to him is not greater than that accruing to any other member of the general business, profession, occupation or group.**

**(Added to NRS by 1977, 1103; A 1999, 2730)**

## **Code of Ethical Standards**

**NRS 281.481 General requirements; exceptions. A code of ethical standards is hereby established to govern the conduct of public officers and employees:**

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**Code of Ethical Standards**

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- 1. A public officer or employee shall not seek or accept any gift, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties.**
- 2. A public officer or employee shall not use his position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself, any member of his household, any business entity in which he has a significant pecuniary interest, or any other person. As used in this subsection, Unwarranted means without justification or adequate reason.**
- 3. A public officer or employee shall not participate as an agent of government in the negotiation or execution of a contract between the government and any private business in which he has a significant pecuniary interest.**
- 4. A public officer or employee shall not accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his duties as a public officer or employee.**
- 5. If a public officer or employee acquires, through his public duties or relationships, any information which by law or practice is not at the time available to people generally, he shall not use the information to further the pecuniary interests of himself or any other person or business entity.**
- 6. A public officer or employee shall not suppress any governmental report or other document because it might tend to affect unfavorably his pecuniary interests.**
- 7. A public officer or employee, other than a member of the legislature, shall not use governmental time, property, equipment or other facility to benefit his personal or financial interest. This subsection does not prohibit:**
  - (a) A limited use of governmental property, equipment or other facility for personal purposes if:**
    - (1) The public officer who is responsible for and has authority to authorize the use of such property, equipment or other facility has established a policy allowing the use or the use is necessary as a result of emergency circumstances;**
    - (2) The use does not interfere with the performance of his public duties;**
    - (3) The cost or value related to the use is nominal; and**
    - (4) The use does not create the appearance of impropriety;**
  - (b) The use of mailing lists, computer data or other information lawfully obtained from a governmental agency which is available to members of the general public for non-governmental purposes; or**
- 8 The use of telephones or other means of communication if there is not a special charge for that use.**

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**If a governmental agency incurs a cost as a result of a use that is authorized pursuant to this subsection or would ordinarily charge a member of the general public for the use, the public officer or employee shall promptly reimburse the cost or pay the charge to the governmental agency.**

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**Code of Ethical Standards**

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**8. A member of the legislature shall not:**

**(a) Use governmental time, property, equipment or other facility for a non-governmental purpose or for the private benefit of himself or any other person. This paragraph does not prohibit:**

**(1) A limited use of state property and resources for personal purposes if:**

**(I) The use does not interfere with the performance of his public duties;**

**(II) The cost or value related to the use is nominal; and**

**(III) The use does not create the appearance of impropriety;**

**(2) The use of mailing lists, computer data or other information lawfully obtained from a governmental agency which is available to members of the general public for nongovernmental purposes; or**

**(3) The use of telephones or other means of communication if there is not a special charge for that use.**

**(b) Require or authorize a legislative employee, while on duty, to perform personal services or assist in a private activity, except:**

**(1) In unusual and infrequent situations where the employee's service is  
Act State Compliance Policies Attachment E**

**C. Competitive Proposals duties; or**

**(2) Where such service has otherwise been established as legislative policy.**

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**9. A public officer or employee shall not attempt to benefit his personal or financial interest through the influence of a subordinate.**

**10. A public officer or employee shall not seek other employment or contracts through the use of his official position.**

**(Added to NRS by 1977, 1105; A 1987, 2094; 1991, 1595; 1993, 2243; 1997, 3324; 1999, 2736)**

**CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES**

**NRS 241.010 Legislative declaration and intent. In enacting this chapter, the legislature finds and declares that all public bodies exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.**

**(Added to NRS by 1960, 25; A 1977, 1099)**

**NRS 241.015 Definitions. As used in this chapter, unless the context otherwise requires:**

- 1. Action<sup>®</sup> means:**
  - (a) A decision made by a majority of the members present during a meeting of a public body,**
  - (b) A commitment or promise made by a majority of the members present during a meeting of a public body; or**
  - 8 A vote taken by a majority of the members present during a meeting of a public body.**
- 2. Meeting<sup>®</sup> means the gathering of members of a public body at which a quorum is present to deliberate toward a decision or to take action on any matter over which the public body has supervision, control, jurisdiction or advisory power.**
- 3. Except as otherwise provided in this subsection, Apublic body<sup>®</sup> means any administrative, advisory, executive or legislative body of the state or a local government which expends or disburses or is supported in whole or in part by tax revenue or which advises or makes recommendations to any entity which expends or disburses or is supported in whole or in part by tax revenue, including, but not limited to, any board, commission, committee, subcommittee or other subsidiary thereof and includes an educational foundation as defined in subsection 3 of NRS 388.750 and a university foundation as defined in subsection 3 of NRS 396.405. Apublic body<sup>®</sup> does not include the legislature of the State of Nevada.**
- 4. AQuorum<sup>®</sup> means a simple majority of the constituent membership of a public body or another proportion established by law.**

**(Added to NRS by 1977, 1098; A 1993, 2308, 2624; 1995, 716, 1608)**



**CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES**

**NRS 241.020 Meetings to be open and public; notice of meetings; copy of materials; exceptions.**

- 1. Except as otherwise provided by specific statute, all meetings of public bodies must be open and public, and all persons must be permitted to attend any meeting of these bodies. Public officers and employees responsible for these meetings shall make reasonable efforts to assist and accommodate physically to the extent practicable, but in every**
- 2. Except in an emergency, written notice of all meetings must be given at least 3 working days before the meeting. The notice must include:**
  - (a) The time, place and location of the meeting.**
  - (b) A list of the locations where the notice has been posted.**
- 8 An agenda consisting of:**
  - (1) A clear and complete statement of the topics scheduled to be considered during the meeting.**
  - (2) A list describing the items on which action may be taken and clearly denoting that action may be taken on those items.**
  - (3) A period devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to subparagraph (2)**
- 3. Minimum public notice is:**
  - (a) Posting a copy of the notice at the principal office of the public body, or if there is no principal office, at the building in which the meeting is to be held, and at not less than three other separate, prominent places within the jurisdiction of the public body not later than 9 a.m. of the third working day before the meeting; and**
  - (b) Mailing a copy of the notice to any person who has requested notice of the meetings of the body in the same manner in which notice is required to be mailed to a member of the body. A request for notice lapses 6 months after it is made. The public body shall inform the requester of this fact by enclosure with or notation upon the first notice**

**CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES**

**sent. The notice must be delivered to the postal service used by the body not later than 9 a.m of the third working day before the meeting.**

**NRS 241.020 Meetings (Continued)**

- 4. Upon any request, a public body shall provide, at no charge, at least one copy of:
  - (a) An agenda for a public meeting;**
  - (b) A proposed ordinance or regulation which will be discussed at the public meeting; and****
  
- 8 Any other supporting material provided to the members of the body for an item on the agenda, except materials:
  - (1) Submitted to the public body pursuant to a non-disclosure or confidentiality agreement;**
  - (2) Pertaining to the closed portion of such a meeting of the public body; or**
  - (3) Declared confidential by law****
  
- 5. As used in this section, Aemergency<sup>®</sup> means an unforeseen circumstance which requires immediate action and includes, but is not limited to:
  - (a) Disasters caused by fire, flood, earthquake or other natural causes; or**
  - (b) Any impairment of the health and safety of the public.****

**(Added to NRS by 1960, 25; A 1977, 1099, 1109; 1979, 97; 1989, 570; 1991, 785; 1993, 1356, 2636; 1995, 562, 1608)**

**NRS 241.030 Exceptions to requirement for open and public meetings.**

- 1. Except as otherwise provided in NRS 241.031 and 241.033, nothing contained in this chapter prevents a public body from holding a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person.**
  
- 2. A public body may close a meeting upon a motion which specifies the nature of the business to be considered**

**CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES**

**NRS 241.030 (Continued)**

- 3. This chapter does not:**
  - (a) Apply to judicial proceedings.**
  - (b) Prevent the removal of any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical.**
  - 8 Prevent the exclusion of witnesses from a public or private meeting during the examination of another witness.**
  - (d) Require that any meeting be closed to the public.**
  - (e) Permit a closed meeting for the discussion of the appointment of any person to public office or as a member of a public body.**
- 4. The exception provided by this section, and electronic communication, must not be used to circumvent the spirit or letter of this chapter in order to discuss or act upon a matter over which the public body has supervision, control, jurisdiction or advisory powers.**

**(Added to NRS by 1960, 25; A 1977, 1100; 1983, 331; 1993, 2637)**

**NRS 241.031 Meeting to consider character, misconduct, competence or health of elected member of public body. A public body shall not hold a closed meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of an elected member of a public body.**

**(Added to NRS by 1993, 2636)**

**NRS 241.033 Closed meeting to consider character, misconduct, competence or health of person: Written notice to person required; exception; copy of record**

- 1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person unless it has given written notice to that person of the time and place of the meeting. Except as otherwise provided in subsection 2, the written notice must be:**
  - (a) Delivered personally to that person at least 5 working days before the meeting; or**
  - (b) Sent by certified mail to the last known address of that person at least 21 working days before the**

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**meeting.**

**A public body must receive proof of service of the notice required by this subsection before such a meeting may be held.**

**NRS 241.033 (Continued)**

- 2. The Nevada athletic commission is exempt from the requirements of paragraphs (a) and (b) of subsection 1, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.**
- 3. A public body shall provide a copy of any record of a closed meeting prepared pursuant to NRS 241.035, upon the request of any person whose character, alleged misconduct, professional competence, or physical or mental health was considered at the meeting.**

**(Added to NRS by 1993, 2636)**

**NRS 241.035 Public meetings: Minutes; aural and visual reproduction.**

- 1. Each public body shall keep minutes of each of its meetings, including:
  - (a) The date, time and place of the meeting.**
  - (b) Those members of the body who were present and those who were absent.**
  - 8 The substance of all matters proposed, discussed or decided and, at the request of any member, a record of each member's vote on any matter decided by vote.**
  - (d) The substance of remarks made by any member of the general public who addresses the body if he requests that the minutes reflect his remarks or, if he has prepared written remarks, a copy of his prepared remarks if he submits a copy for inclusion.**
  - (e) Any other information which any member of the body requests to be included or reflected in the minutes.****
- 2. Minutes of public meetings are public records. Minutes or audiotape recordings of the meeting must be made available for inspection by the public within 30 working days after the adjournment of the meeting at which taken. The minutes shall be deemed to have permanent value and must be retained by the public body for at least 5 years. Thereafter, the minutes may be transferred for archival preservation in accordance with NRS 239.080 to 239.125, inclusive. Minutes of meetings closed pursuant to NRS 241.030 become public records when the body determines that the matters discussed no longer require confidentiality and the person whose character, conduct, competence or health was discussed has consented to their disclosure. That person is entitled to a copy of the minutes upon request whether or not they become public records.**

**CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES**

- 3. All or part of any meetings of a public body may be recorded on audiotape or any other means of sound or video reproduction by a member of the general public if it is a public meeting so long as this in no way interferes with the conduct of the meeting.**
- 4. Each public body may record on audiotape or any other means of sound reproduction each of its meetings, whether public or closed. If a meeting is so recorded:
  - (a) The record must be retained by the public body for at least 1 year after the adjournment of the meeting at which it was recorded.**
  - (b) The record of a public meeting is the public record and must be made available for inspection by the public during the time the record is retained.****

**NRS 241.035 (continued)**

**Any record made pursuant to this subsection must be made available to the attorney general upon request.**

- 5. If a public body elects to record a public meeting pursuant to the provisions of subsection 4, any portion of that meeting which is closed must also be recorded and must be retained and made available for inspection pursuant to the provisions of subsection 2 relating to records of closed meetings. Any record made pursuant to this subsection must be made available to the attorney general upon request.**

**(Added to NRS by 1977, 1099; A 1989, 571; 1993, 449, 2638)**

**NRS 241.036 Action taken in violation of chapter void. The action of any public body taken in violation of any provision of this chapter is void.**

**(Added to NRS by 1983, 1012)**

**NRS 241.037 Action by attorney general or person denied right conferred by chapter; limitation on actions.**

- 1. The attorney general may sue in any court of competent jurisdiction to have an action taken by a public body declared void or for an injunction against any public body or person to require compliance with or prevent violations of the provisions of this chapter. The injunction:
  - (a) May be issued without proof of actual damage or other irreparable harm sustained by any person.**
  - (b) Does not relieve any person from criminal prosecution for the same violation.****
- 2. Any person denied a right conferred by this chapter may sue in the district court of the district in which the public body ordinarily holds its meetings or in which the plaintiff**

**CHAPTER 241 - MEETINGS OF STATE AND LOCAL AGENCIES**

resides. A suit may seek to have an action taken by the public body declared void, to require compliance with or prevent violations of this chapter or to determine the applicability of this chapter to discussions or decisions of the public body. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this subsection.

3. Any suit brought against a public body pursuant to subsection 1 or 2 to require compliance with the provisions of this chapter must be commenced within 120 days after the action objected to was taken by that public body in violation of this chapter. Any such suit brought to have an action declared void must be commenced within 60 days after the action objected to was taken.

(Added to NRS by 1983, 1012; A 1985, 147)

**NRS 241.038** Board of regents to establish requirements for student governments. The board of regents of the University of Nevada shall establish for the student governments within the University and Community College System of Nevada requirements equivalent to those of this chapter and shall provide for their enforcement.

(Added to NRS by 1983, 1013; A 1993, 369)

**NRS 241.040** Penalties; members attending meeting in violation of chapter not accomplices; enforcement by attorney general.

1. Each member of a public body who attends a meeting of that public body where action is taken in violation of any provision of this chapter, with knowledge of the fact that the meeting is in violation thereof, is guilty of a misdemeanor.
2. Wrongful exclusion of any person or persons from a meeting is a misdemeanor.
3. A member of a public body who attends a meeting of that public body at which action is taken in violation of this chapter is not the accomplice of any other member so attending.
4. The attorney general shall investigate and prosecute any violation of this chapter.

(Added to NRS by 1960, 26; A 1977, 1100; 1983, 1013)