REGIONAL DATA ANALYSIS TOOL USER GUIDE

CONTENTS

Acknowledgements

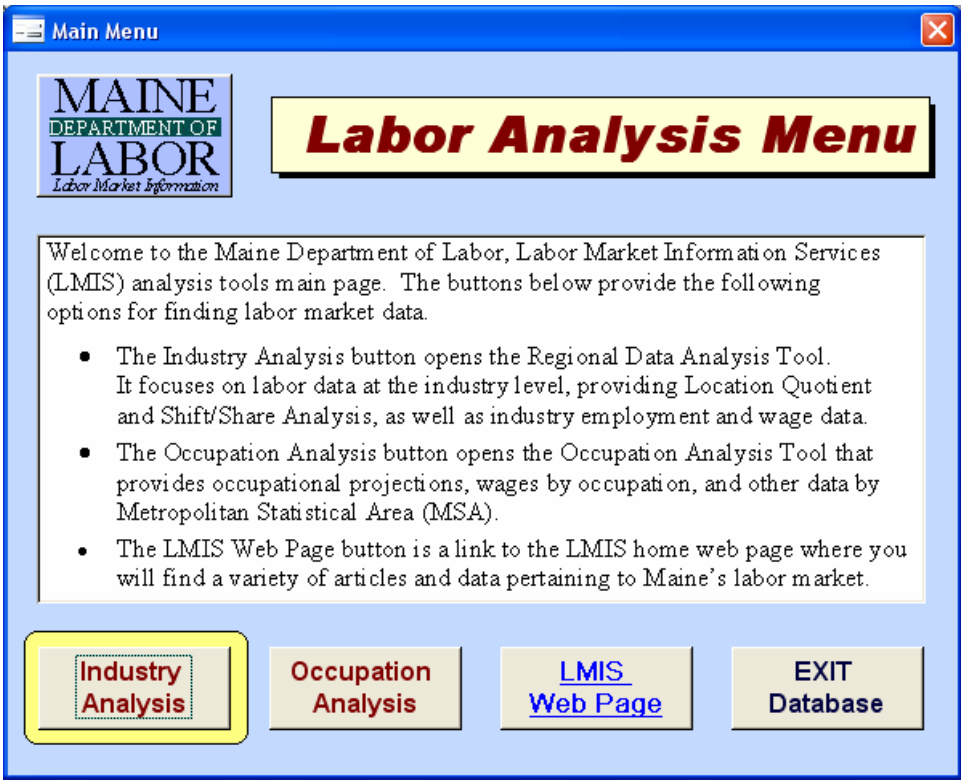
The Regional Data Analysis Tool (RDAT) was developed by the Pennsylvania Department of Labor, Center for Workforce Information and Analysis, Research Programs Division. The tool was modified by the Washington State Employment Security Department, Labor Market and Economic Analysis Branch. Further modifications were made by the Maine Department of Labor, Division of Labor Market Information Services.

Introduction

The Regional Data Analysis Tool (RDAT) provides Location Quotient and Shift/Share Analysis along with Employment and Wage information. RDAT offers the ability to create user defined NAICS clusters, as well as, State specific geographic clusters. Data is provided by selected local area versus state and national totals. The tool is also an occupational data source for all U.S. Metropolitan Statistical Areas (MSAs). It provides data on occupational average wages, employment levels, and occupation descriptions.

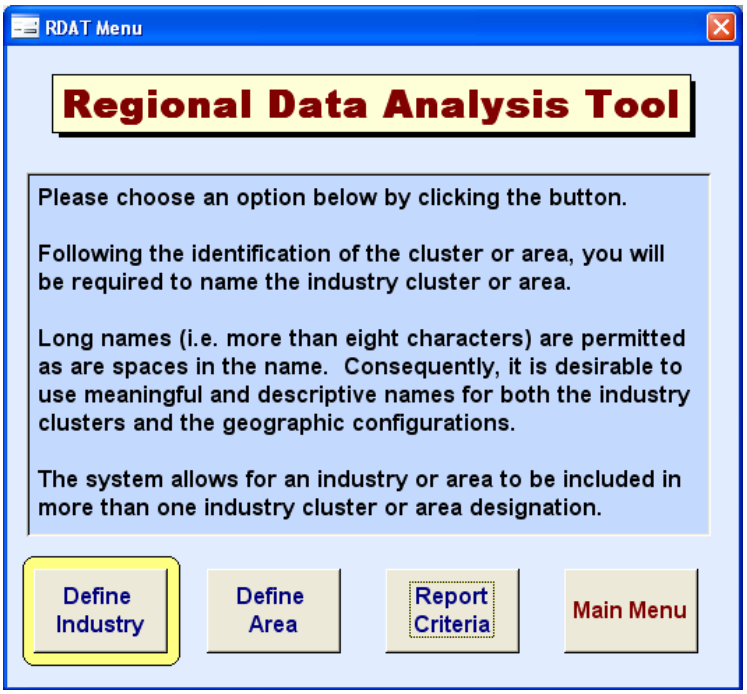
Main Menu

On opening the database the main menu appears. The screen explains the three available database options (1) Industry Analysis, (2) Occupation Analysis, and (3) a hyperlink to your state's web page. ***Note:*** This screen will vary with your state's modification of the database. Choose the "Industry Analysis" button to open the "RDAT" menu shown on the next page.



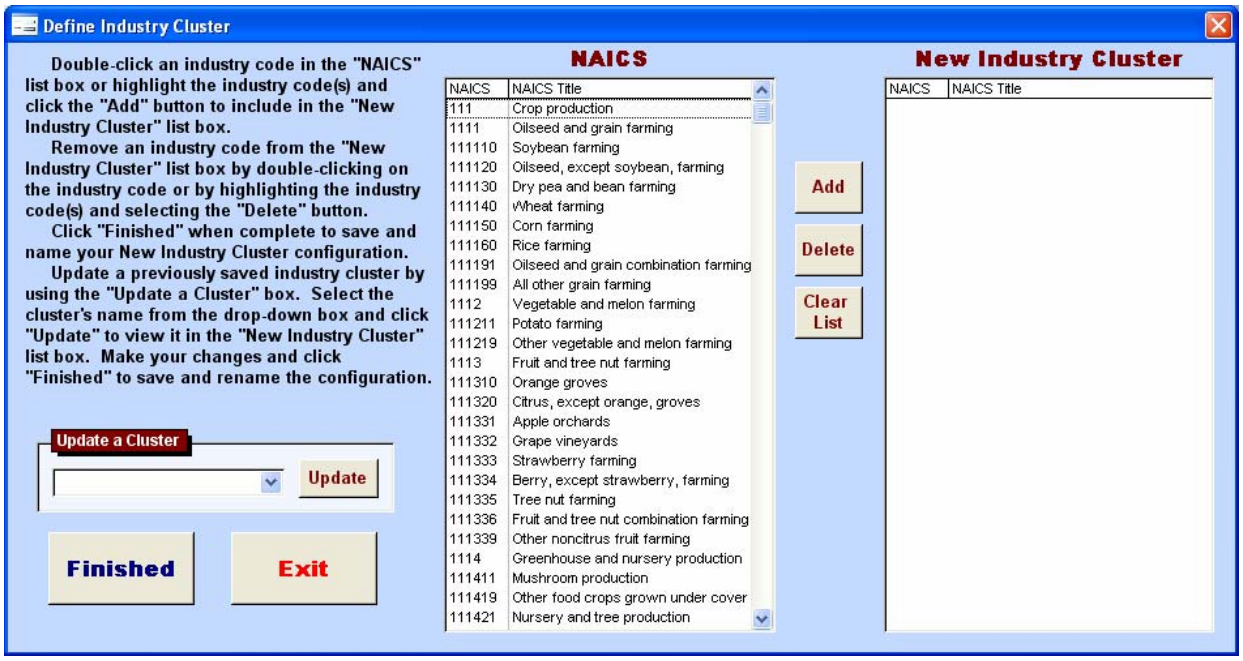
Regional Data Analysis Tool (RDAT) Menu

The RDAT Menu provides options for creating industry clusters, area/geography clusters, and a report feature for viewing and printing employment/wage and location quotient shift/share data.



Creating Industry Clusters

Click the “Define Industry” button to open the “Define Industry Cluster” screen shown below.



The NAICS industry codes and titles are listed at the 3, 4, and 6-digit levels on this screen. ***Note:*** The report feature in this database already has predefined the all "3-Digit NAICS", all "4-Digit NAICS", and all "6-Digit NAICS" for your convenience.

The "Define Industry Cluster" screen allows you to choose industries three different ways:

1. In the *NAICS* list box, Double-click on the NAICS code/name to transfer it to the *New Industry Cluster* list box.
2. Click on a NAICS code/name and drag your cursor (up or down) to select several industries at once and click the **Add** button to transfer them to the *New Industry Cluster* list box.
3. Click on a NAICS code/name and then control + click other NAICS code(s)/name(s) elsewhere in the list. Click the **Add** button to transfer the selections to the *New Industry Cluster* list box.

TIP: If you highlight a NAICS code/name in the NAICS list box, you can type in the *first* number of a NAICS code to jump to a different major level in the list.

To remove industries from the *New Industry Cluster* list box you have the following four options:

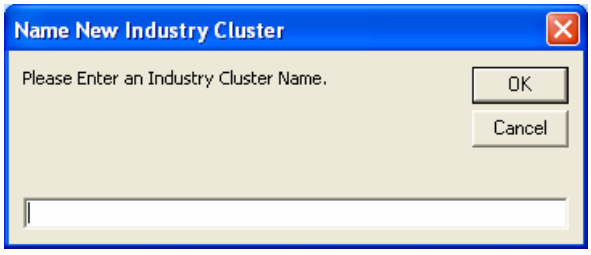
1. In the *New Industry Cluster* list box, Double-click on the NAICS code/name to transfer it back to the *NAICS* list box.
2. Click on a NAICS code/name and drag your cursor (up or down) to select several industries at once and click the **Delete** button to transfer them back to the *NAICS* list box.
3. Click on a NAICS code/name and then control + click other NAICS code(s)/name(s) elsewhere in the list. Click the **Delete** button to transfer the selections back to the *NAICS* list box.
4. Select the **Clear List** button to remove all NAICS codes/names from the *New Industry Cluster* list box.

Note: It is best to select codes at the same level, if not data will be counted more than once in the final cluster summary as shown below:

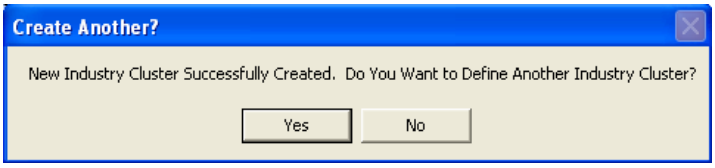
Example:

236	Construction of buildings; *includes*
2361	Residential building construction; *includes*
236115	New single-family general contractors

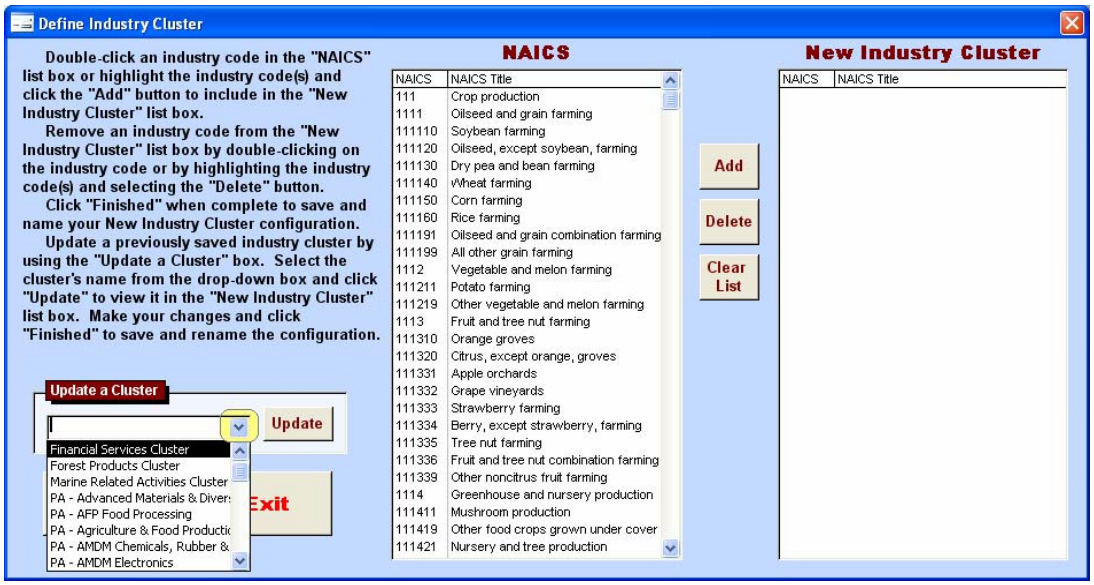
When you have completed the cluster, click the "Finished" button (see previous page). The *Name New Industry Cluster* screen appears. ***Note:*** Long, descriptive names are highly recommended as this is how you will identify the cluster for the report. Click the "OK" button to complete the process.

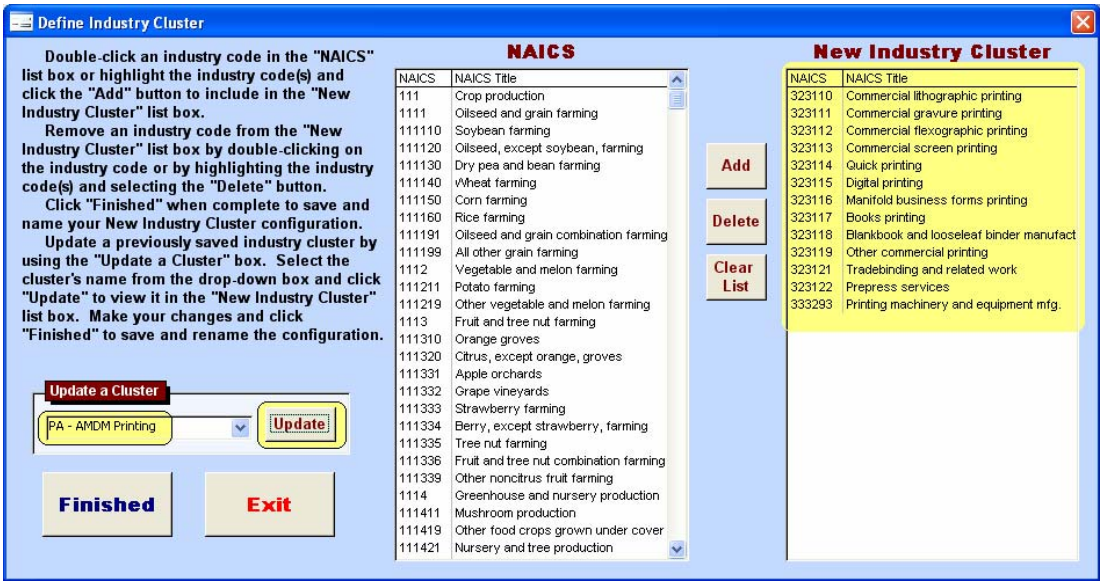


A screen appears with the option of creating another industry cluster by selecting "Yes". Selecting "No" will close the "Define Industry Cluster" screen and return you to the RDAT Menu.



UPDATE A CLUSTER: Click the drop down arrow in the "Update a Cluster" section to view a list of existing industry clusters (see below). Make your selection (use the scroll bar if necessary) and click the "Update" button. The cluster will appear in the *New Industry Cluster* list box. After you have made your changes, click the "Finished" button to rename the cluster. ***Note:*** If you enter an existing cluster name in the database, a warning will ask you if you wish to overwrite the existing table. If you choose "Yes" this cannot be undone.





Pennsylvania Clusters

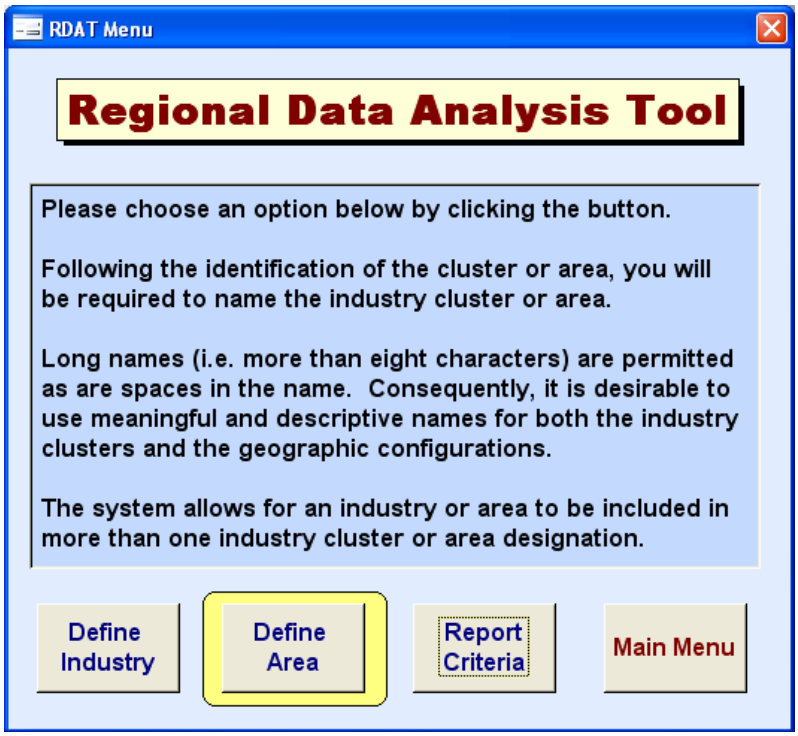
This database includes a set of industry clusters developed by the Pennsylvania Department of Labor and Industry. These clusters, defined by the prefix "PA -", are not designed to replace the States' current publication levels, but to provide an additional set of industry groups that States may find useful for analysis.

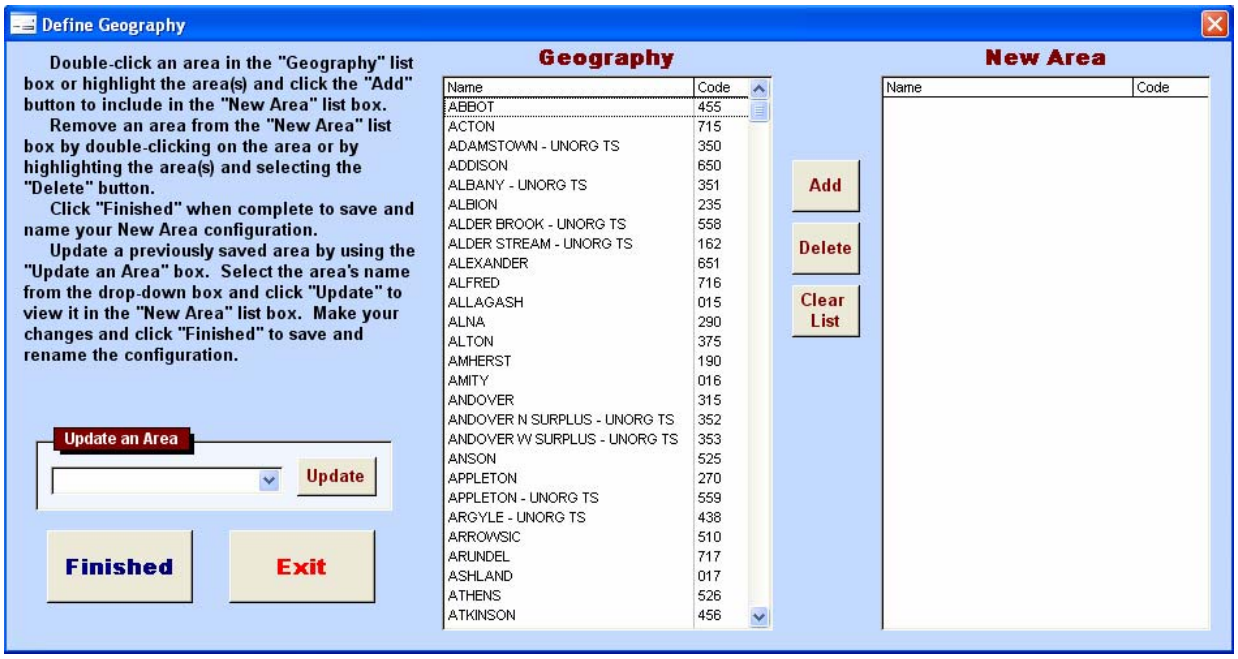
The clusters include Life Sciences, Business and Financial Services, Education, Advanced Materials and Diversified Manufacturing, Building and Construction, Agriculture and Food Production, Information and Communication Services, Logistics and Transportation, and Lumber Wood and Paper.

These industry cluster definitions were developed using economic principles that are very generally applicable across all states. The industry clusters are mutually exclusive (there is no overlap), so that detailed industries are not counted in more than one industry cluster. This allows industry clusters to be added together without duplication. However, please note that there are NAICS industries included in the Advanced Materials and Diversified Materials Manufacturing (AMDM), and Agriculture and Food Production clusters that are NOT part of a sub-cluster. This means that the sub-clusters within AMDM will not sum to the AMDM cluster.

Creating Geography Clusters

On the RDAT Menu, click the "Define Area" button to open the "Define Geography" screen shown below. ***Note:*** for demonstration purposes, the Define Geography screen displays Maine's town code geographies.





Note: The entire state is predefined as "Statewide" and is available to you from the "Report Criteria" screen described in the next section. Depending upon the database modifications made by your state, County, LMA, WIA, etc. may also be available in the reports menu.

The "Define Geography" screen allows you to choose areas three different ways:

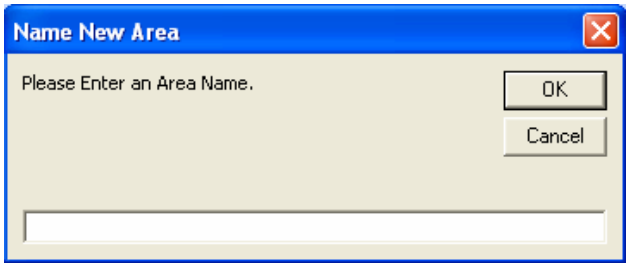
1. In the *Geography* list box, Double-click on the Area name/code to transfer it to the *New Area* list box.
2. Click an on Area name/code and drag your cursor (up or down) to select several areas at once and click the **Add** button to transfer them to the *New Area* list box.
3. Click an on Area name/code and then control + click other Area name(s)/code(s) elsewhere in the list. Click the **Add** button to transfer the selections to the *New Area* list box.

TIP: If you highlight an Area name/code in the *Geography* list box, you can type in the *first* letter of an Area name to jump alphabetically in the list.

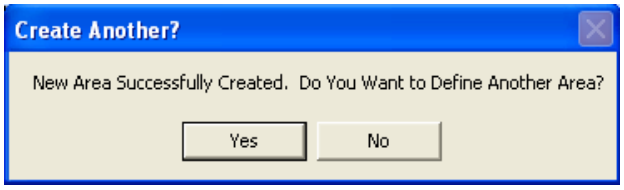
To remove areas from the *New Area* list box you have the following four options:

1. In the *Geography* list box, Double-click on the Area name/code to transfer it back to the *Geography* list box.
2. Click on an Area name/code and drag your cursor (up or down) to select several areas at once and click the **Delete** button to transfer them back to the *Geography* list box.
3. Click on an Area name/code and then control + click other Area name(s)/code(s) elsewhere in the list. Click the **Delete** button to transfer the selections back to the *Geography* list box.
4. Select the **Clear List** button to remove all Area names/codes from the *New Area* list box.

When you have completed the cluster, click the "Finished" button. The *Name New Area* screen appears. ***Note:*** Long, descriptive names are highly recommended as this is how you will identify the cluster for the report. Click the "OK" button to complete the process.



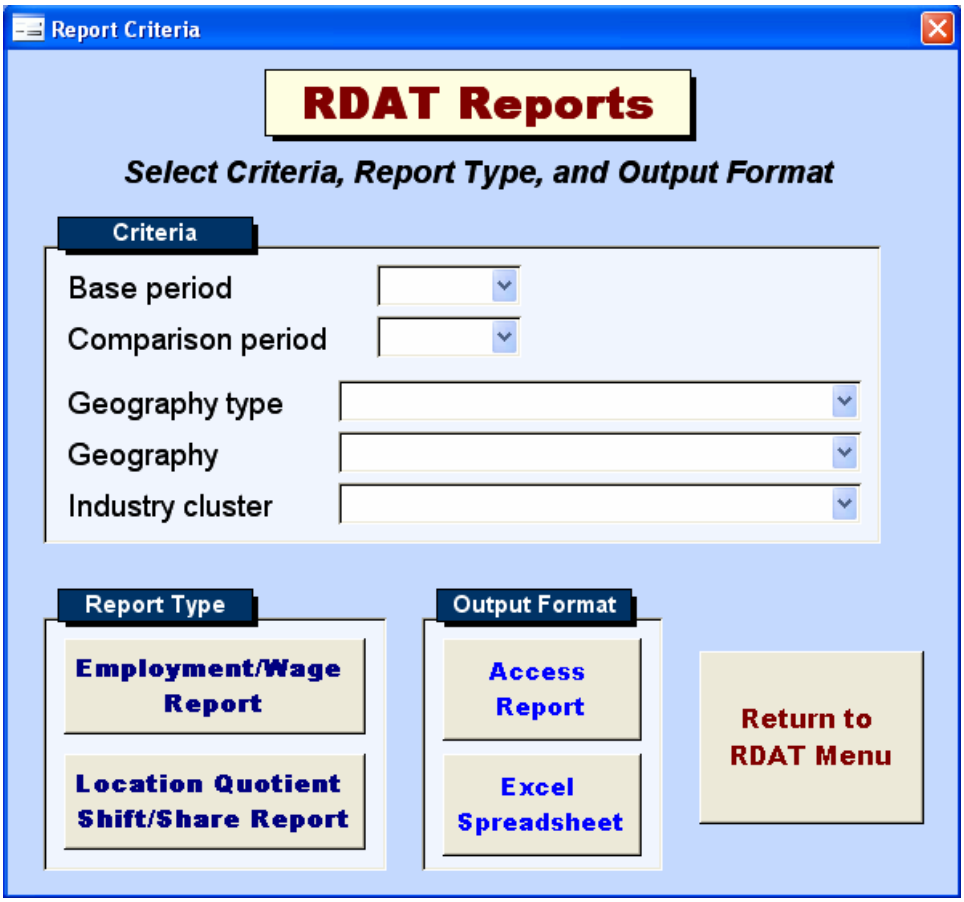
A screen appears with the option of creating another geography cluster by selecting "Yes". Selecting "No" will close the "Define Geography" screen and return you to the RDAT Menu.



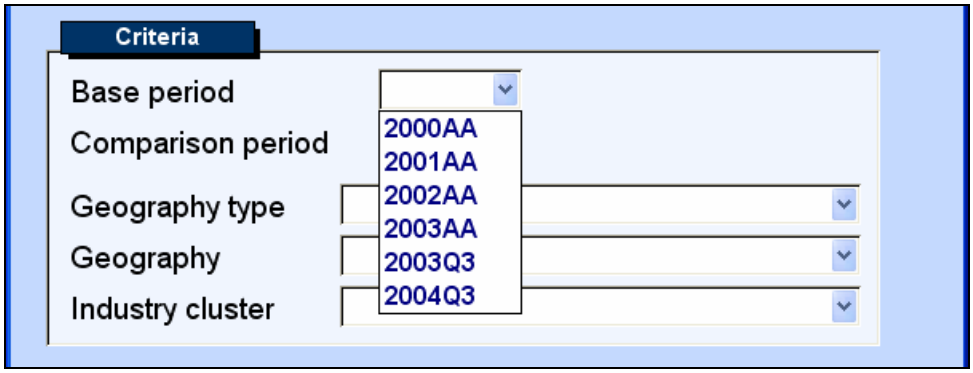
UPDATE A CLUSTER: Click the drop down arrow in the "Update an Area" section to view a list of existing geography clusters (see previous page). Make your selection (use the scroll bar if necessary) and click the "Update" button. The cluster will appear in the *New Area* list box. After you have made your changes, click the "Finished" button to rename the cluster. ***Note:*** If you enter an existing cluster name in the database, a warning will ask you if you wish to overwrite the existing table. If you choose "Yes" this cannot be undone.

Report Criteria Menu

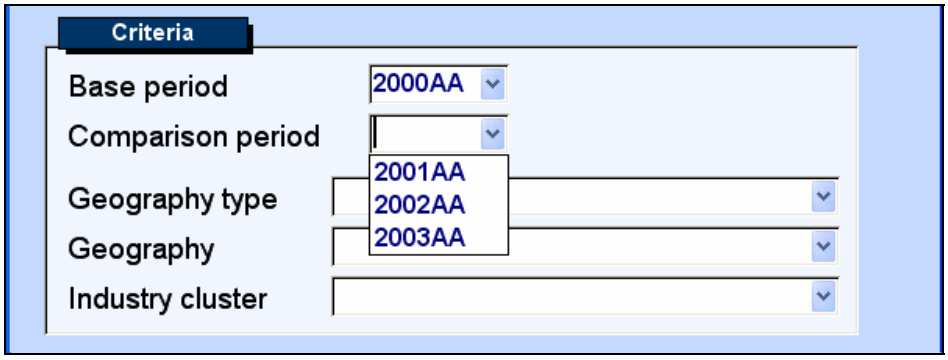
Click the "Report Criteria" button to open the "Report Criteria" screen shown below. In order to run a report you must (1) Select the criteria by filling in all fields, (2) Choose a report type as either the "Employment/Wage Report" or the "Location Quotient Shift/Share Report", and (3) Select the output format as either an Access Report or an Excel Spreadsheet.



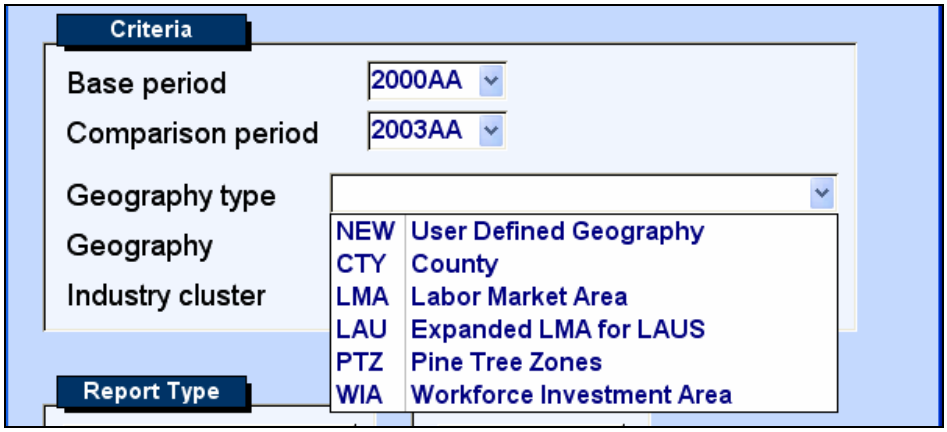
Select the "Base period" by clicking on the drop down arrow to view a list of available years or quarters. ***Note:*** Years/quarters will vary depending upon the data loaded into your database. Maine's data is used for demonstration purposes in the following figures.



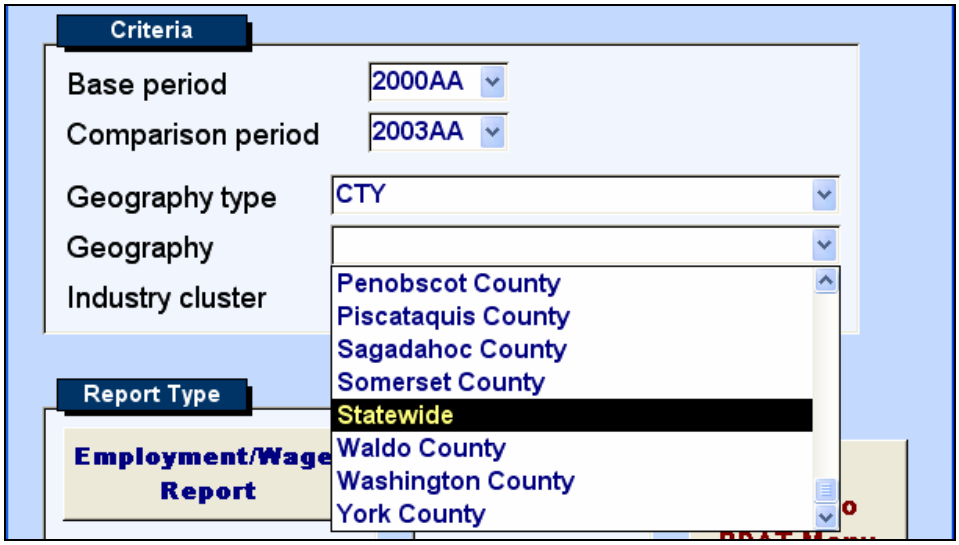
Select the "Comparison period" by clicking on the drop down arrow to view a list of available comparison years/quarters.



Select the "Geography type" by clicking on the drop down arrow to view a list of geography groupings. ***Note:*** This list will vary according to your states' needs.

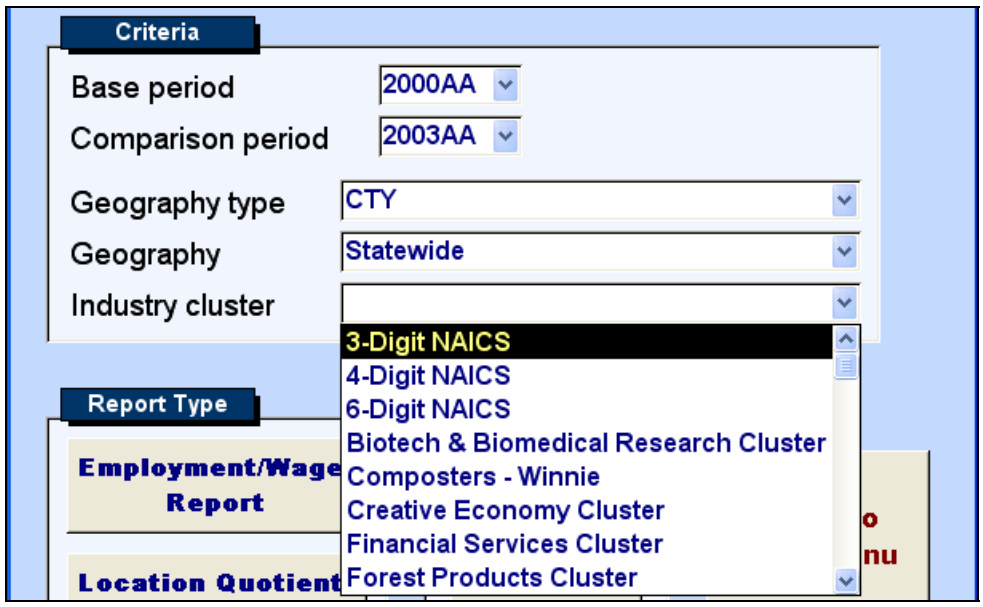


Select the "Geography" by clicking on the drop down arrow to view a list of geography groupings available for the selected "Geography type". ***Note:*** Maine has included "Statewide" in the County (CTY) geography type.

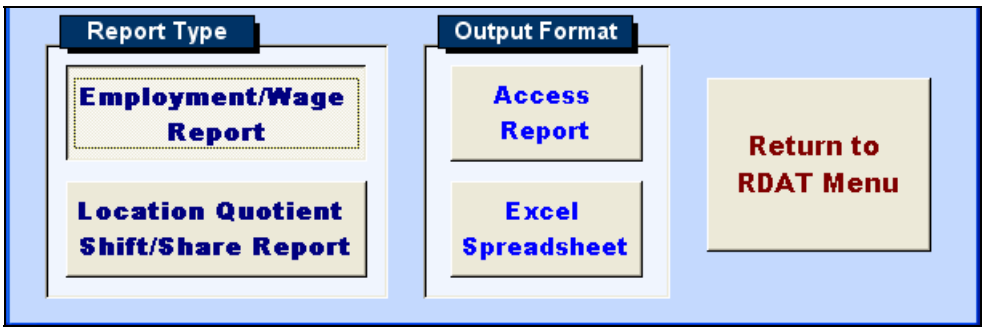


TIP: Type in the first character(s) of an available selection in the **Geography** and **Industry cluster** criteria selections to auto fill the name. If you have the list displayed using the drop down menu, typing the first character will jump your cursor within the list.

Select the "Industry cluster" by clicking on the drop down arrow to view a list of available clusters. ***Note:*** The "3-Digit NAICS", "4-Digit NAICS", and "6-Digit NAICS" selections will create a report for all industries within the specified level.



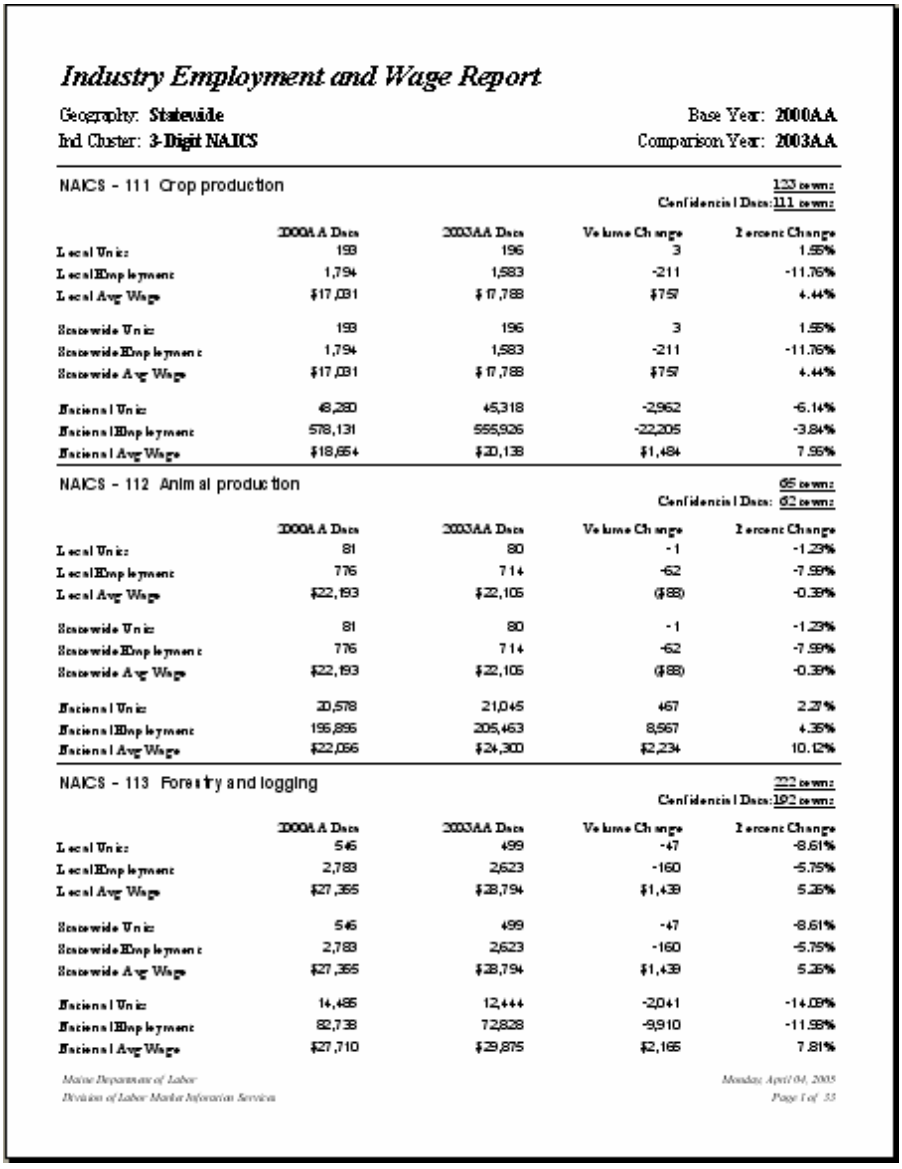
Select the "Report Type" by clicking on either the "Employment/Wage Report" button or the "Location Quotient Shift/Share Report" button.



Select the "Output Format" by clicking on either the "Access Report" button or the "Excel Spreadsheet" button. The database runs the necessary queries based on your criteria and displays the report for viewing and/or printing. ***Note:*** The Excel Spreadsheet option opens and displays the spreadsheet, as well as, saves the report to your computer's hard drive. It has the following naming convention: Report Name, Geography, Industry Cluster, and Base Year to Comp Year.

EXAMPLE: Access Employment/Wage Report

The report "Summary" is included on the last page of the document and is enclosed by a box (see next page).



Industry Employment and Wage Report

Geography: **Statewide** Base Year: **2000AA**
Ind Cluster: **3-Digit NAICS** Comparison Year: **2003AA**

NAICS - 111 Crop production

123 cells
Confidential Data: 111 cells

	2000AA Data	2003AA Data	Volume Change	Percent Change
Local Units	193	196	3	1.55%
Local Employment	1,794	1,583	-211	-11.76%
Local Avg Wage	$17,031	$17,788	$757	4.44%
Statewide Units	193	196	3	1.55%
Statewide Employment	1,794	1,583	-211	-11.76%
Statewide Avg Wage	$17,031	$17,788	$757	4.44%
National Units	49,280	45,318	-2,962	-6.14%
National Employment	578,131	555,926	-22,205	-3.84%
National Avg Wage	$18,654	$20,138	$1,484	7.95%

NAICS - 112 Animal production

65 cells
Confidential Data: 62 cells

	2000AA Data	2003AA Data	Volume Change	Percent Change
Local Units	81	80	-1	-1.23%
Local Employment	776	714	-62	-7.99%
Local Avg Wage	$22,193	$22,105	($88)	-0.39%
Statewide Units	81	80	-1	-1.23%
Statewide Employment	776	714	-62	-7.99%
Statewide Avg Wage	$22,193	$22,105	($88)	-0.39%
National Units	20,578	21,045	467	2.27%
National Employment	196,896	205,463	8,567	4.35%
National Avg Wage	$22,096	$24,300	$2,234	10.12%

NAICS - 113 Forestry and logging

222 cells
Confidential Data: 192 cells

	2000AA Data	2003AA Data	Volume Change	Percent Change
Local Units	546	499	-47	-8.61%
Local Employment	2,783	2,623	-160	-5.75%
Local Avg Wage	$27,365	$28,794	$1,439	5.26%
Statewide Units	546	499	-47	-8.61%
Statewide Employment	2,783	2,623	-160	-5.75%
Statewide Avg Wage	$27,365	$28,794	$1,439	5.26%
National Units	14,486	12,444	-2,041	-14.09%
National Employment	82,738	72,828	-9,910	-11.98%
National Avg Wage	$27,710	$29,875	$2,165	7.81%

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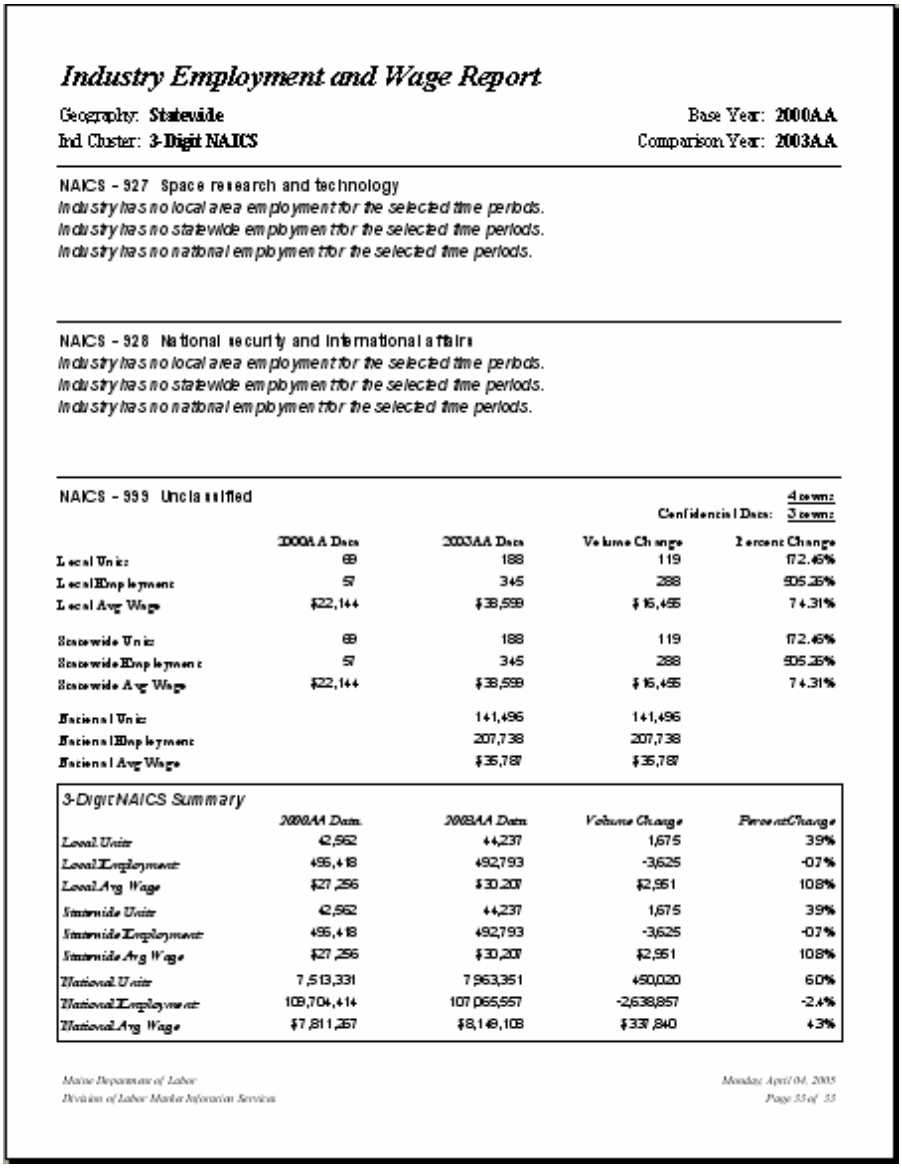

Industry Employment and Wage Report

Geography: **Statewide** Base Year: **2000AA**
Ind. Cluster: **3-Digit NAICS** Comparison Year: **2003AA**

NAICS - 927 Space research and technology
Industry has no local area employment for the selected time periods.
Industry has no statewide employment for the selected time periods.
Industry has no national employment for the selected time periods.

NAICS - 928 National security and international affairs
Industry has no local area employment for the selected time periods.
Industry has no statewide employment for the selected time periods.
Industry has no national employment for the selected time periods.

NAICS - 999 Unclassified

Confidential Data: 4 owns 3 owns

	2000AA Data	2003AA Data	Volume Change	Percent Change
Local Units	69	188	119	172.46%
Local Employment	57	345	288	505.26%
Local Avg Wage	$22,144	$38,599	$16,455	74.31%
Statewide Units	69	188	119	172.46%
Statewide Employment	57	345	288	505.26%
Statewide Avg Wage	$22,144	$38,599	$16,455	74.31%
National Units		141,496	141,496	
National Employment		207,738	207,738	
National Avg Wage		$35,787	$35,787	

3-Digit NAICS Summary

	2000AA Data	*2003AA Data*	*Volume Change*	*Percent Change*
Local Units	42,562	44,237	1,675	3.9%
Local Employment	495,418	492,793	-3,625	-0.7%
Local Avg Wage	$27,256	$30,207	$2,951	10.8%
Statewide Units	42,562	44,237	1,675	3.9%
Statewide Employment	495,418	492,793	-3,625	-0.7%
Statewide Avg Wage	$27,256	$30,207	$2,951	10.8%
National Units	7,513,331	7,963,351	450,020	6.0%
National Employment	109,704,414	107,065,557	-2,638,857	-2.4%
National Avg Wage	$37,811,267	$38,149,108	$337,840	4.3%

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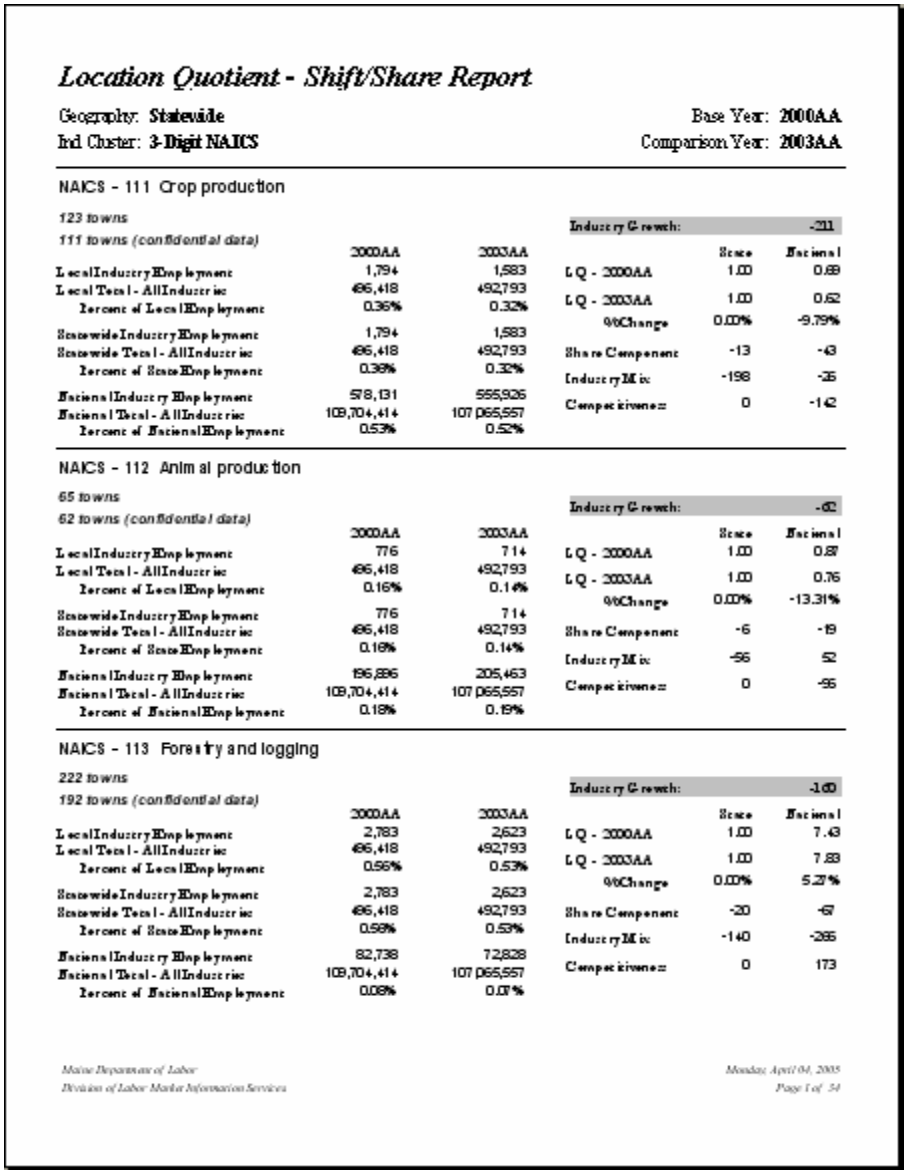
EXAMPLE: Access Location Quotient Shift/Share Report



Location Quotient - Shift/Share Report

Geography: **Statewide** — Base Year: **2000AA**
Ind Cluster: **3-Digit NAICS** — Comparison Year: **2003AA**

NAICS - 111 Crop production

123 towns
111 towns (confidential data)

	2000AA	2003AA
Local Industry Employment	1,794	1,583
Local Total - All Industries	496,418	492,793
Percent of Local Employment	0.36%	0.32%
Statewide Industry Employment	1,794	1,583
Statewide Total - All Industries	496,418	492,793
Percent of State Employment	0.36%	0.32%
National Industry Employment	578,131	555,926
National Total - All Industries	109,704,414	107,065,557
Percent of National Employment	0.53%	0.52%

Industry Growth: -211

	State	National
LQ - 2000AA	1.00	0.69
LQ - 2003AA	1.00	0.62
%Change	0.00%	-9.79%
Share Component	-13	-43
Industry Mix	-198	-26
Competitiveness	0	-142

NAICS - 112 Animal production

65 towns
62 towns (confidential data)

	2000AA	2003AA
Local Industry Employment	776	714
Local Total - All Industries	496,418	492,793
Percent of Local Employment	0.16%	0.14%
Statewide Industry Employment	776	714
Statewide Total - All Industries	496,418	492,793
Percent of State Employment	0.16%	0.14%
National Industry Employment	196,896	205,463
National Total - All Industries	109,704,414	107,065,557
Percent of National Employment	0.18%	0.19%

Industry Growth: -62

	State	National
LQ - 2000AA	1.00	0.87
LQ - 2003AA	1.00	0.76
%Change	0.00%	-13.31%
Share Component	-6	-19
Industry Mix	-56	52
Competitiveness	0	-95

NAICS - 113 Forestry and logging

222 towns
192 towns (confidential data)

	2000AA	2003AA
Local Industry Employment	2,783	2,623
Local Total - All Industries	496,418	492,793
Percent of Local Employment	0.56%	0.53%
Statewide Industry Employment	2,783	2,623
Statewide Total - All Industries	496,418	492,793
Percent of State Employment	0.56%	0.53%
National Industry Employment	82,738	72,828
National Total - All Industries	109,704,414	107,065,557
Percent of National Employment	0.08%	0.07%

Industry Growth: -160

	State	National
LQ - 2000AA	1.00	7.43
LQ - 2003AA	1.00	7.83
%Change	0.00%	5.27%
Share Component	-20	-67
Industry Mix	-140	-266
Competitiveness	0	173

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Location Quotient - Shift/Share Report

Geography: **Statewide** | Base Year: **2000AA**
Ind Cluster: **3-Digit NAICS** | Comparison Year: **2003AA**

NAICS - 928 National security and international affairs
Industry has no local area employment for the selected time periods.
Industry has no statewide employment for the selected time periods.
Industry has no national employment for the selected time periods.

NAICS - 999 Unclassified

4 towns
3 towns (confidential data)

	2000AA	2003AA
Local Industry Employment	57	345
Local Total - All Industries	496,418	492,793
Percent of Local Employment	0.01%	0.07%
Statewide Industry Employment	57	345
Statewide Total - All Industries	496,418	492,793
Percent of State Employment	0.01%	0.07%
National Industry Employment		207,738
National Total - All Industries		107,055,557
Percent of National Employment		0.19%

Industry Growth:		288
	State	National
LQ - 2000AA	1.00	N/A
LQ - 2003AA	1.00	0.35
% Change	0.00%	#Error
Share Component	0	-1
Industry Mix	288	N/A
Competitiveness	0	#Error

3-Digit NAICS Summary

	2000AA	2003AA
Local Industry Cluster	496,418	492,793
Local Total - All Industries	496,418	492,793
Percent of Local Employment	100.00%	100.00%
Statewide Industry Cluster	496,418	492,793
Statewide Total - All Industries	496,418	492,793
Percent of State Employment	100.00%	100.00%
National Industry Cluster	109,704,414	107,055,557
National Total - All Industries	109,704,414	107,055,557
Percent of National Employment	100.00%	100.00%

Cluster Growth:		-3,625
	State	National
LQ - 2000AA	1.00	1.00
LQ - 2003AA	1.00	1.00
% Change	0.00%	0.00%
Share Component	-3,625	-11,941
Industry Mix	0	0
Competitiveness	0	8,316

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Division of Labor Market Information Services

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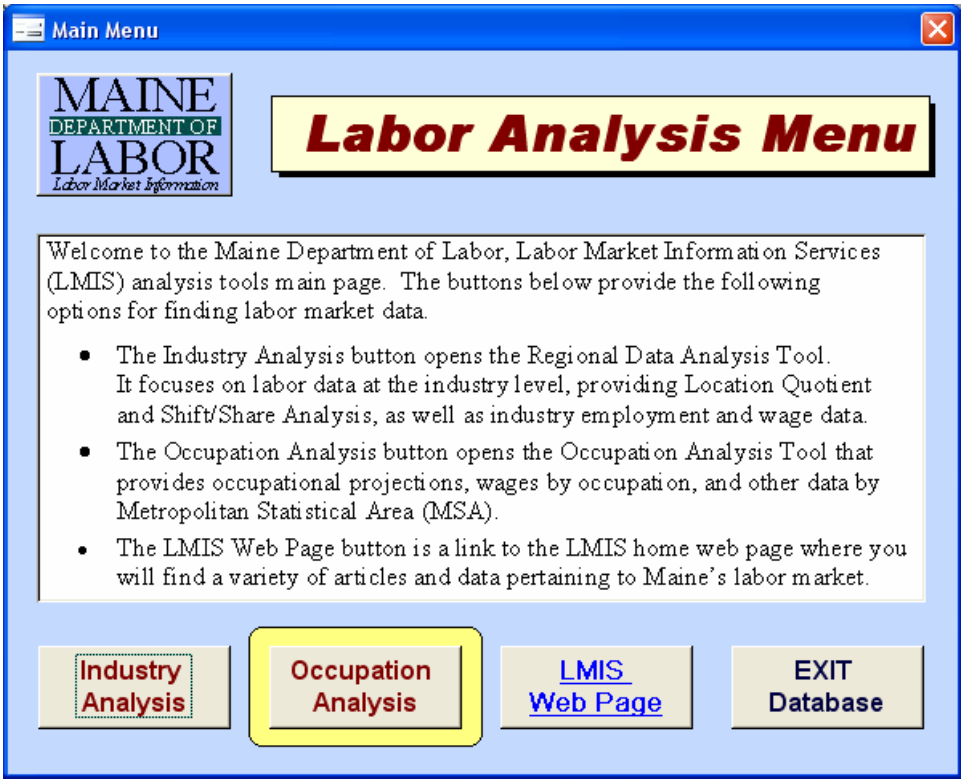
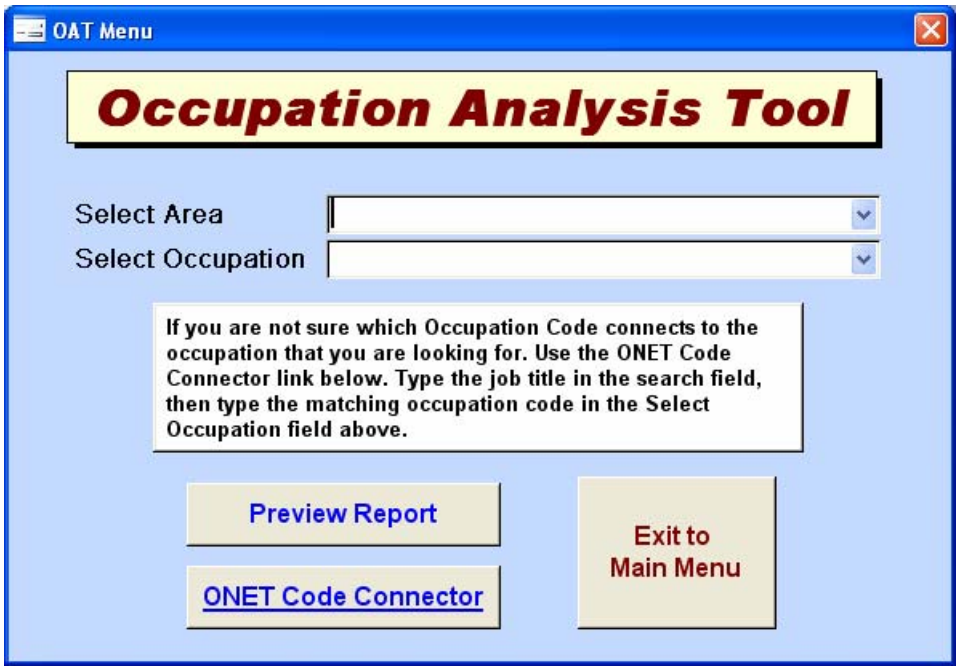
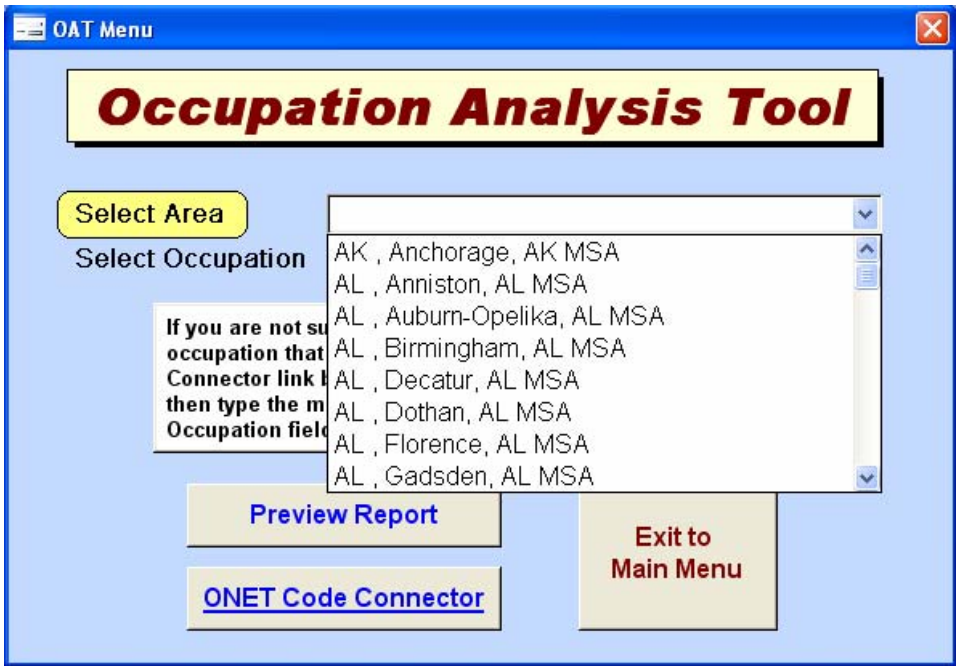
Occupation Analysis Tool

On the "Main Menu" select the "Occupation Analysis" button to view the OAT Menu (see below).

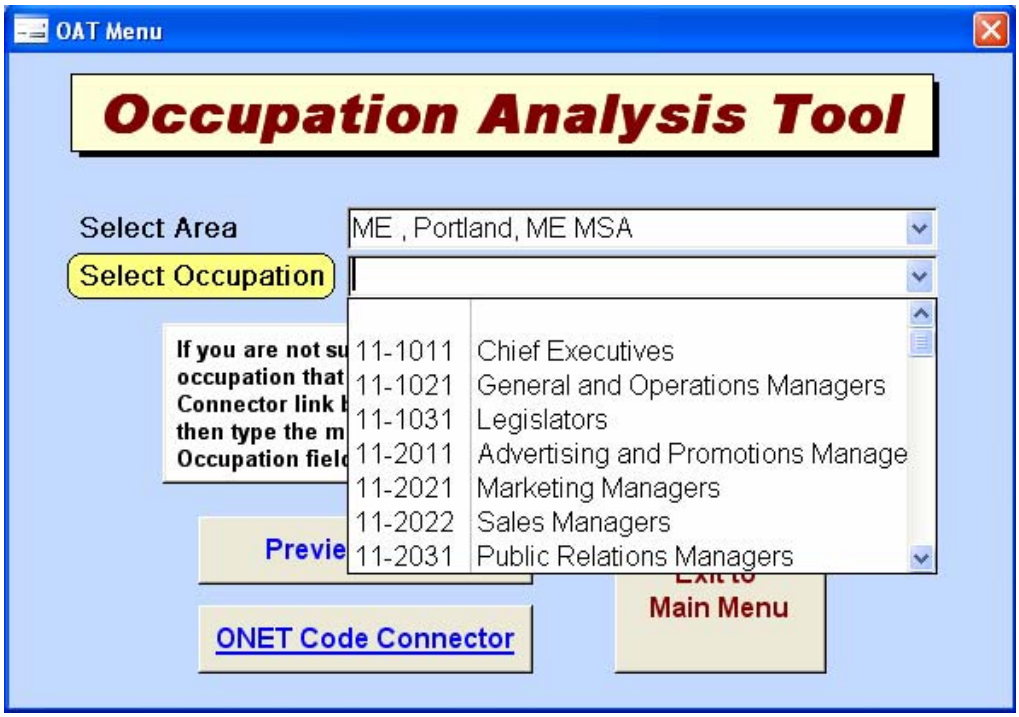




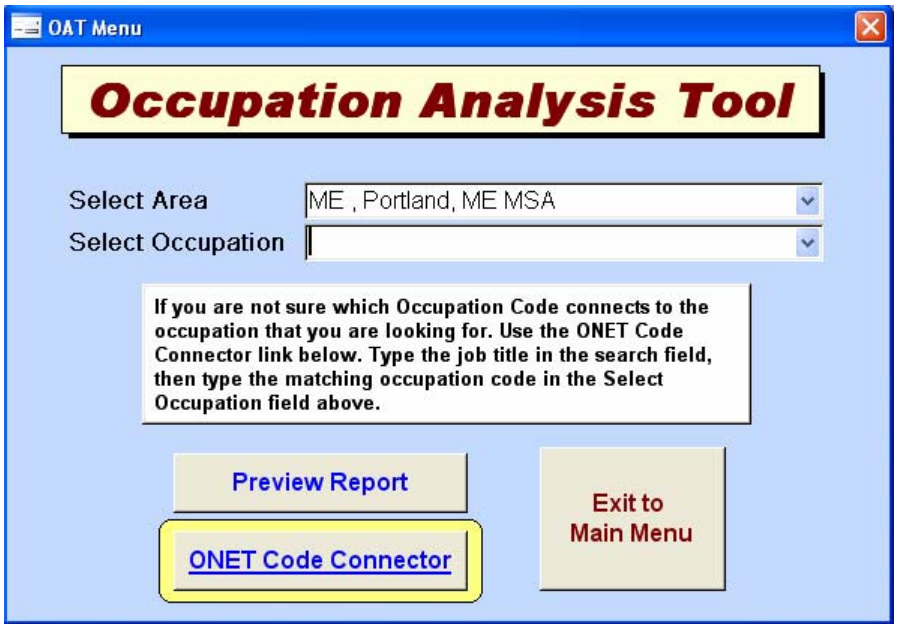
In the "Select Area" drop down box, choose a two-digit state abbreviation by Metropolitan Statistical Area (MSA). ***HINT:*** You may type into the "Select Area" text box. As you type, the field will auto fill available selections.



Under "Select Occupation", choose a SOC code from the drop down menu. ***Note:*** You may type in the SOC code in the text box, but you must type in the *hyphen* after the second digit of the SOC code.



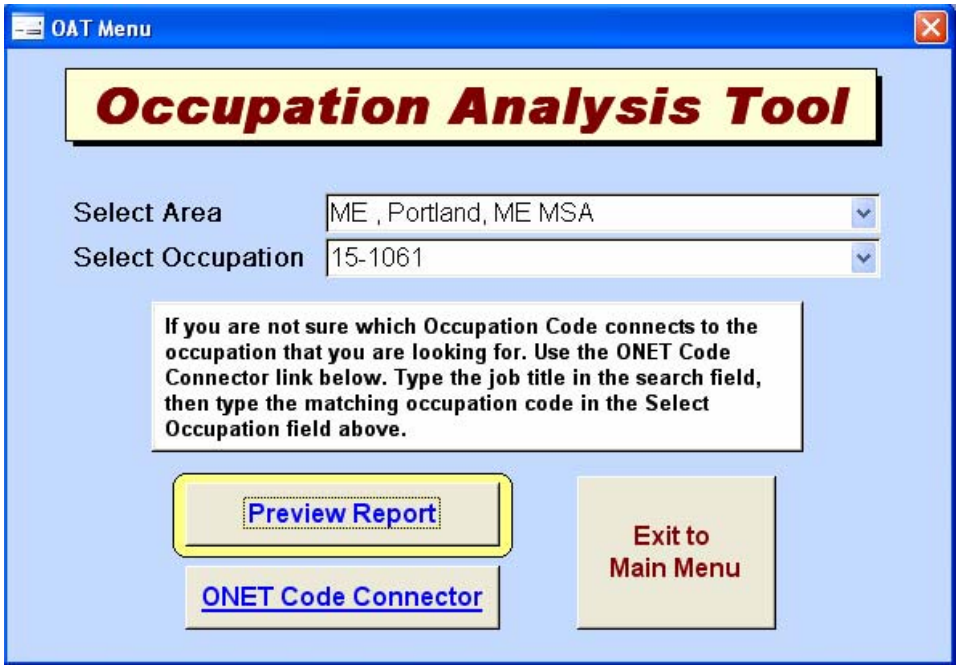
If you are unsure of the correct Standard Occupation Code (SOC) for an occupation, click on the "ONET Code Connector" button. This is a hyperlink to the ONET Code Connector web page www.onetcodeconnector.org



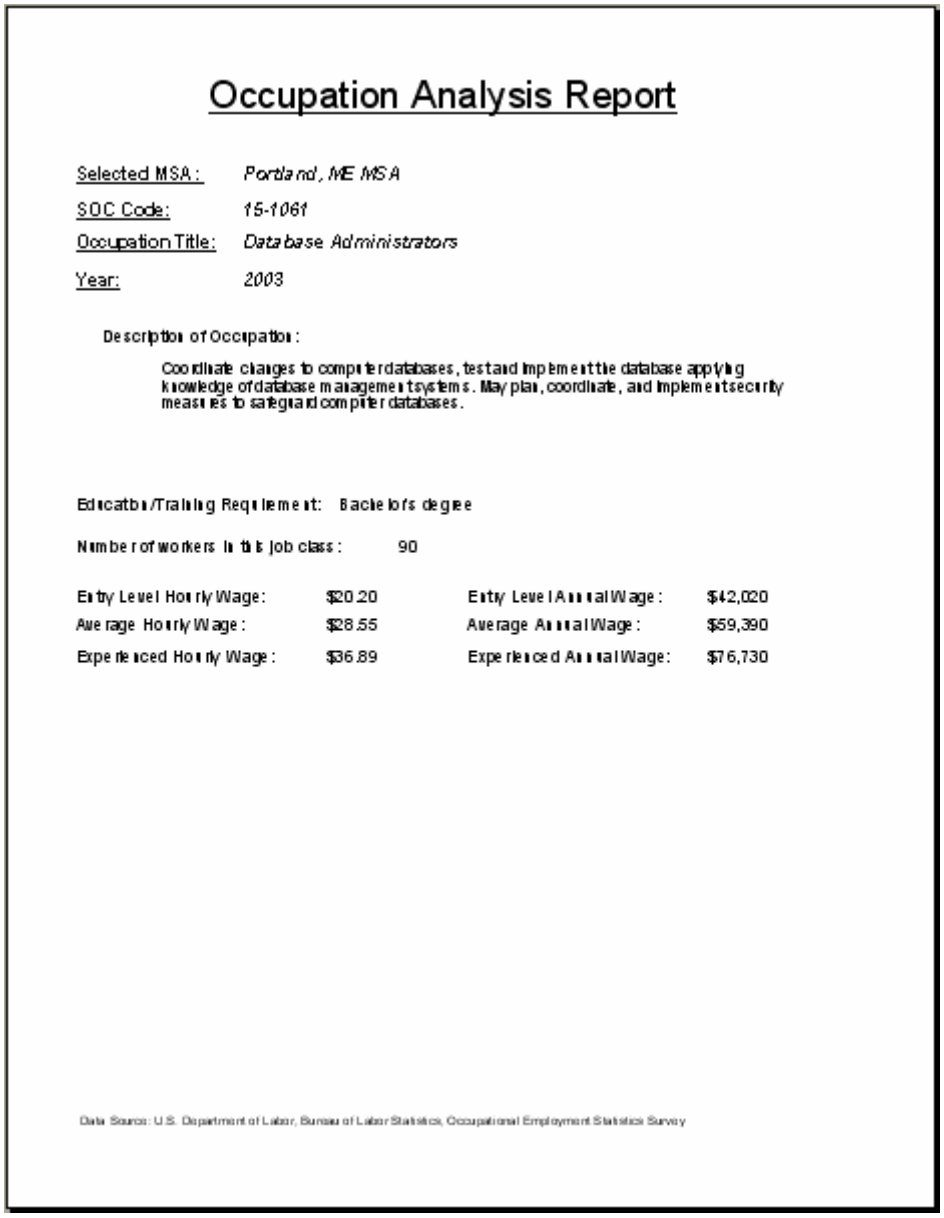
On the ONET web page, run a "Keyword Search" provided on the left side of the screen to "Search" for SOC codes or select from the "Occupational Menu" categories listed on the right side of the screen.

After you have found the SOC code, type it into the text box labeled “Select Occupation”. ***Note:*** You need to type the hyphen after the second digit in the SOC code.

Once you have selected an Area and Occupation, click on the “Preview Report” button to generate your report for viewing and/or printing (see example on next page).



EXAMPLE: Occupation Analysis Report



Occupation Analysis Report

Selected MSA: *Portland, ME MSA*

SOC Code: *15-1061*

Occupation Title: *Database Administrators*

Year: *2003*

Description of Occupation:

Coordinate changes to computer databases, test and implement the database applying knowledge of database management systems. May plan, coordinate, and implement security measures to safeguard computer databases.

Education/Training Requirement: Bachelors degree

Number of workers in this job class: 90

Entry Level Hourly Wage:	$20.20	Entry Level Annual Wage:	$42,020
Average Hourly Wage:	$28.55	Average Annual Wage:	$59,390
Experienced Hourly Wage:	$36.89	Experienced Annual Wage:	$76,730

Data Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics Survey

Note: The data for this report is derived from the "November 2003 Metropolitan Area Cross-Industry estimates" downloadable zip files located at http://www.bls.gov/oes/oes_dl.htm

Contact Information:

For technical assistance with the database, contact Penny Henry, Maine Department of Labor, Labor Market Information Services at (207) 287-1264 or e-mail penny.henry@maine.gov