

# SKILLS-BASED PROJECTIONS FREQUENTLY ASKED QUESTIONS

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## MANAGE PROJECTIONS FILES

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**Q: How do we load data created by MicroMatrix, but not submitted to the BLS (example, different/additional projection horizons or geographies):**

A: We are currently testing the import feature of the system. If you would like to import additional projection sets and participate in this test, please contact Paul Laforge at [plaforg@utah.gov](mailto:plaforg@utah.gov).

**Q: How do we load data not created by MicroMatrix (example, different/additional projection horizons or geographies):**

A: The development team is currently working on a document outlining the parameters for loading data files that were not created by the MicroMatrix system. We will notify users through the listserv when this information is available.

**Q: Can you load other SOC-based data to the system and analyze skills?**

A: Developers will be conducting tests of the system using other SOC-based occupational data files, such as Job Vacancy data. In order to be a candidate for this test, your occupational data files must be SOC-based, and coded at the 6-digit occupational level. If you are interested in submitting data for this test, please contact Paul Laforge at [plaforg@utah.gov](mailto:plaforg@utah.gov).

**Q: What projection files can be analyzed by the Skills-Based Projections System? Are there particular projection files we need to have to use the system?**

A: The SBP has the capacity to use both long-term and short-term occupational projection files, for statewide and sub-state geographies. The first release of the system was pre-loaded with the file submitted in response to the FPY 2003 ETA TEGP Planning Document. However, any occupational projection file that your state produces can be uploaded to the SBP system, regardless of whether or not it was submitted to the ETA.

**Q: Is self-employment included in the skill-based projections?**

A: Self-employment is included in skills-based projections to the extent that the analyst creating the occupational projections files allocated self-employment across occupations in the projections files sent in response to the FPY 2003 ETA TEGP Planning Document.

**Q: Why does the system report such a large percentage of our projection employment as not imported to the system?**

A: If your occupational projection file includes aggregate occupational codes, in addition to specific 6-digit SOC information (e.g., Occupational family roll-ups), the system will report the employment associated with those aggregate codes as employment and occupations not imported. Click on the employment number in the “Employment Not Imported” column to review the occupations not imported and the relevant exclusion reasons.

## **ANALYZE RESULTS**

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**Q: Will we be able to pick a sub-set of occupations and create a listing of skills needed for those jobs?**

A: It will be possible to create a projection file that includes an occupational subset (e.g., based on industry association, employment growth, etc.), and conduct a skill analysis only on those occupations. You will be notified through the listserv when this capability is available.

**Q: Can you change the weights for the skills gap analysis?**

A: In the first release of the skills-based projections system the skills gap weight is pre-set. After the initial release, the development team will be reviewing all system metrics and exploring new analysis measures as well as additional opportunities for users to customize analysis options. You will be notified if additional options become available.

**Q: Can you do multiple skill sorts where an occupation requires high levels of multiple skills, knowledge and work activities?**

A: At this time, each knowledge area, skill and work activity is considered separately by the system. Future system development will examine ways to create scenarios in which criteria can be set that hold for a set of Skills, Knowledge or Work Activities simultaneously.

**Q: The zero employment - is that base year employment = 0?**

A: When employment is zero, this does indicate that the base year employment was 0 for all occupations meeting the knowledge, skill, or work activity criteria. In the event that no occupation in a particular geography or projection horizon met the knowledge, skill, or work activity criteria of the analysis scenario, the analysis table cell will be blank.

**Q: Can analysts change the settings for growth / decline / stable? What are defaults?**

A: The first release of the skills-based projections system sets the defaults for employment change across the horizon (projected employment minus base employment) at growing >0, stable = 0, and declining < 0. Future system development will review these default settings and explore opportunities for analysts to customize these settings.

**Q: Does employment sum to the total, or is there double counting?**

A: Skills, knowledge, and work activities are not mutually exclusive across occupations -- all occupations have multiple requirements. Therefore, employment for a particular occupation may be represented in more than one skill, knowledge area or work activity.

**Q: What if there is negative growth in an occupation?**

A: At an occupational level, the system follows the BLS protocol in which employment growth is set to 0 when employment change across the horizon is negative. In this case, total openings are equal to replacements. The development team is currently reviewing this protocol.

## TECHNICAL SUPPORT

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**Q: Will there be a written guide for the system?**

A: A written guide will be developed, as part of the next development phase. Users who subscribe to the listserv will be notified when the Users Guide is posted to the SBP site.

**Q: Can our state get additional accounts with individual usernames and passwords?**

A: Yes, your state can have multiple user accounts with individual usernames and passwords. Your Director should email a request to Paul Laforge at [plafor@utah.gov](mailto:plafor@utah.gov), including the new user's name and email address. Utah will email the new account information to the user.