

# LABOR MARKET INFORMATION FOR EMPLOYERS



Montana Department of  
**LABOR & INDUSTRY**

**ASSISTANCE** *for*  
**BUSINESS CLINIC**

# WHAT IS LABOR MARKET INFORMATION (LMI)?

**Labor Market Information (LMI) is any information, data or analysis related to the labor force and/or workforce.**

Note: “Workforce Information” and “Labor Market Information” are essentially the same data. Many of the recent Federal statutes and reporting requirements use Workforce Information instead of Labor Market Information (or LMI), so it can be confusing.

# COMMON EXAMPLES OF LABOR MARKET INFORMATION (LMI)

- ❖ The seasonally adjusted unemployment rate in Montana for June of 2020 was 7.1%...lower than the U.S. rate of 11.1%.
- ❖ Average wage for an LPN in the Western Region of Montana is estimated at \$19.96/hr...lower than the statewide average of \$21.50/hr. This could suggest a higher supply of LPNs in this Region. Projected growth for LPN's in Montana is 213 total openings per year through 2028.
- ❖ Montana's employment declined by 18,189 jobs from March to April of 2020 with the onset of CoVid-19.

# AS AN EMPLOYER, WHY WOULD I CARE ABOUT LMI?

LMI is an extremely useful tool and provides a variety of useful and relevant data:

- Occupational wage rates for pay setting/recruiting
- Projections data
  - “Will jobs in my occupation and/or industry be around in 10 years?”
- Local area profiles
- Average employment and wages by industry
- Current local economic conditions (employment and unemployment)

# PRIMARY SOURCE OF LMI

- Where does LMI actually come from?
  - Much of the detailed LMI actually comes from the states. Each state has an LMI Unit that is contracted by the Bureau of Labor Statistics (BLS) to collect, analyze, and report LMI data. Often times these state LMI data are then aggregated to produce national LMI data.
- Where is the LMI Unit in Montana?
  - It resides in the Research & Analysis Bureau which is part of the Montana Department of Labor & Industry's Workforce Services Division (Job Service).
- How does the LMI Unit get the data?
  - The R&A Bureau collects data from thousands of surveys sent to Montana employers, and from other valid resources. The BLS also sends out surveys to households and businesses across the U.S. to collect data, and then provides state-specific information to the LMI unit in each state.

# EMPLOYER DATA ARE THE BACKBONE OF LMI

- We need your responses on our surveys (see survey example on the next slide)
- We pledge confidentiality, and we mean it
  - Per federal law and statistical guidelines, we keep all employer reported data secure and confidential.
  - LMI Unit staff in the R&A Bureau must participate in Federally mandated security training annually and sign confidentiality agreements . A formal report is sent to the Feds showing Montana's compliance with these laws.
  - When data are compromised, the LMI Unit is subject to fines of up to \$250,000 and/or jail time for individuals shown out of compliance.

**OCCUPATIONAL  
EMPLOYMENT  
REPORT**  
(uuuuuu)

MONTANA DLI - R & A - OES  
CALL 406-444-2992 OR 2009 FAX 406-444-2638  
SUBMIT BY EMAIL OESMONTANA@IDCF.BLS.GOV  
PO BOX 1728  
HELENA MT 59624-9922

In Cooperation with the  
U.S. Department of Labor



Form Approved O.M.B. No. 1220-0042  
Rev. April 2018

**What this report is about:** This form asks for information about the occupations and wage ranges of the employees described in Item 3 below. Please complete Items 1 through 5 on this page. Next, please provide the information requested for the employees who worked during or received pay for the pay period that included the reference date in Item 3, printed directly above your establishment name. The instructions on page 2 explain how to provide the information.

Please see our website at <https://www.bls.gov/OES> for more information on the OES Program, including a display of national, state, and metropolitan area employment and wage estimates by occupation.

<b>1</b> Which of the following options describes the status of the location(s) in Item 3 as of the reference date (also printed in Item 3)? <input type="checkbox"/> Operating: Go to Item 2. <input type="checkbox"/> Temporarily closed during the pay period that included the reference date: Report data only for employees paid for work during the reference period. If no employees worked for pay, report "0" in section 4 of this page and return the form in the reply envelope provided. <input type="checkbox"/> Permanently out of business as of _____: Return the form in the reply envelope provided. <input type="checkbox"/> Sold or merged: Enter the new name and address in the box to the right, then go to Item 2. →		New Name: _____ New Address: _____ _____						
<b>2</b> Our records show that your main products or services are related to those listed below. If they are not, please list your main products or services in the lower box and continue with the rest of the report.  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <div style="float: right; text-align: right;">             30 62420 872300021-4              0000041742 00011 000           </div> </div> PROVIDING BUSINESS SERVICES TO THE PUBLIC AND OTHER BUSINESSES UNDER CONTRACT.	<b>3</b> This form asks for information about the employees described below. Our estimate of employment for these employees appears at the top right corner of the label. Please make any needed address corrections in the lower box.  <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">             IDCF# 30872300021      QC# 067485              Reference Date: May 12, 2018      60 624420 000              Schedule # 872300021-4      30      Est. Empl: 24               JANE SMITH HR DIRECTOR              JOHNSON BUSINESS WORKS              REPORT FOR: HELENA              PO BOX 1234              HELENA MT 59601-1234           </div>							
<b>4</b> How many employees, <b>both full- and part-time</b> , worked at this location(s) during the pay period that included the reference date printed in Item 3? Enter the number here: <input style="width: 50px;" type="text"/>								
Do all employees reported above work at one location? <input type="checkbox"/> Yes <input type="checkbox"/> No - Enter number of locations: <input style="width: 50px;" type="text"/>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><b>Include</b></td> <td style="width: 33%; border: none;"><b>Exclude</b></td> <td style="width: 33%; border: none;"></td> </tr> <tr> <td style="border: none;"> <ul style="list-style-type: none"> <li>Full- or part-time paid workers</li> <li>Workers on paid leave</li> <li>Workers assigned temporarily to other units</li> <li>Incorporated firms – paid owners, officers, and staff</li> </ul> </td> <td style="border: none;"> <ul style="list-style-type: none"> <li>Contractors and temporary agency employees not on your payroll</li> <li>Unpaid family workers</li> <li>Workers on unpaid leave</li> <li>Owners, proprietors, and partners of unincorporated firms</li> <li>Workers not covered by unemployment insurance</li> </ul> </td> <td style="border: none;"></td> </tr> </table>			<b>Include</b>	<b>Exclude</b>		<ul style="list-style-type: none"> <li>Full- or part-time paid workers</li> <li>Workers on paid leave</li> <li>Workers assigned temporarily to other units</li> <li>Incorporated firms – paid owners, officers, and staff</li> </ul>	<ul style="list-style-type: none"> <li>Contractors and temporary agency employees not on your payroll</li> <li>Unpaid family workers</li> <li>Workers on unpaid leave</li> <li>Owners, proprietors, and partners of unincorporated firms</li> <li>Workers not covered by unemployment insurance</li> </ul>	
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<b>5</b> Please tell us who to contact if we have questions about your data. Name: _____ Title: _____ Telephone: _____ Ext. _____ Date: _____ Email address: _____		<div style="border: 1px solid black; padding: 10px; text-align: center;">         FOR OFFICE USE ONLY       </div>						

This is the cover page of the Occupational Employment Report, which is a wage survey sent to Montana employers. We ask for number of employees and wage ranges by occupational title. We don't ask for personal info (PII) of staff or their names. Not all employers will receive this survey. We use sampling methods to reduce employer burden.



**ASSISTANCE** *for*  
**BUSINESS CLINIC**

# WHERE CAN WE ACCESS LMI DATA?



Most of the LMI data is on our website: [LMI.MT.GOV](http://LMI.MT.GOV)





Go to web demonstration

# USEFUL TYPES OF LMI FOR EMPLOYERS

## 1. Occupational Employment Statistics:

- Wage rates by occupation in Montana (statewide, regional & MSA)

## 2. Employment & Labor Force (Job) Projections:

- Job gains & losses by industry
- Job growth statewide and by region (county data not available)
- Projected occupational demand (including by education level) & projected occupations with most job openings
- High wage jobs

## 3. Local Area Profiles:

- Comprehensive LMI and demographic data at the statewide, county, and reservation level

# OCCUPATIONAL EMPLOYMENT STATISTICS

## INFORMATIONAL WAGE RATES BY OCCUPATION

### Payroll and Timekeeping Clerks

43-3051

Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. Excludes "Bookkeeping, Accounting, and Auditing Clerks" (43-3031).

*Lay Title Examples: Time and Attendance Clerk, Timekeeper, Time Clerk*

Area	Number Employed	Mean Hourly	Mean Annual	Mean Range RSE	Low End of Mid. Range	Median Hourly	High End of Mid. Range	Median Annual
Montana Statewide	550	\$18.05	\$37,530	2.0	\$14.39	\$17.32	\$21.48	\$36,020
Billings MSA	130	18.96	39,430	2.7	15.90	18.17	22.06	37,780
Great Falls MSA	30	16.97	35,290	3.6	14.01	17.12	20.55	35,600
Missoula MSA	70	14.41	29,980	5.2	10.12	14.29	17.81	29,710
East - Balance of State	70	17.99	37,410	8.5	13.78	16.17	21.49	33,630
Central - Balance of State	60	18.07	37,580	2.8	14.84	17.73	21.21	36,890
Southwest - Balance of State	150	19.38	40,310	5.0	14.87	18.01	22.97	37,450
West - Balance of State	40	17.29	35,950	3.3	12.93	17.03	20.12	35,410

### Procurement Clerks

43-3061

Compile information and records to draw up purchase orders for procurement of materials and services.

*Lay Title Examples: Procurement Assistant, Purchasing Clerk*

Area	Number Employed	Mean Hourly	Mean Annual	Mean Range RSE	Low End of Mid. Range	Median Hourly	High End of Mid. Range	Median Annual
Montana Statewide	190	\$18.03	\$37,500	2.2	\$15.34	\$19.02	\$21.22	\$39,560
Southwest - Balance of State	70	18.57	38,630	3.4	16.60	18.94	20.92	39,400
West - Balance of State	40	20.21	42,030	2.8	19.48	21.04	22.81	43,760

### Tellers

43-3071

Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.

*Lay Title Examples: Foreign Exchange Clerk, Money Order Clerk, Securities Teller*

Area	Number Employed	Mean Hourly	Mean Annual	Mean Range RSE	Low End of Mid. Range	Median Hourly	High End of Mid. Range	Median Annual
Montana Statewide	1,960	\$12.33	\$25,650	1.3	\$10.56	\$11.92	\$13.90	\$24,790
Billings MSA	210	13.09	27,230	1.9	11.22	12.87	14.52	26,770
Great Falls MSA	170	11.42	23,760	1.8	10.32	11.22	12.30	23,330
Missoula MSA	250	11.57	24,060	3.2	10.18	11.15	12.66	23,200
East - Balance of State	190	12.77	26,570	4.8	10.59	11.93	14.41	24,810
Central - Balance of State	200	12.13	25,220	2.6	10.59	11.71	13.60	24,360
Southwest - Balance of State	470	12.77	26,550	2.5	11.07	12.69	14.22	26,390
West - Balance of State	460	12.20	25,370	3.4	10.29	11.88	13.94	24,710

### Brokerage Clerks

43-4011

Perform duties related to the purchase, sale or holding of securities. Duties include writing orders for stock purchases or sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities, tracking stock price fluctuations, computing equity, distributing dividends, and keeping records of daily transactions and holdings.

*Lay Title Examples: Commodities Clerk, Dividend Clerk*

Area	Number Employed	Mean Hourly	Mean Annual	Mean Range RSE	Low End of Mid. Range	Median Hourly	High End of Mid. Range	Median Annual
Montana Statewide	150	\$20.30	\$42,230	5.7	\$15.99	\$19.21	\$23.71	\$39,950
Billings MSA	40	24.44	50,830	4.4	18.19	22.78	30.56	47,380
Great Falls MSA	40	16.67	34,680	3.9	15.05	16.90	18.68	35,140
Southwest - Balance of State	50	21.58	44,900	8.0	18.53	21.48	24.20	44,680

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Occupational Employment Statistics provide wage info for various occupations in Montana. Data are available at the statewide, region, and MSA levels. The regions and MSAs are defined on page 5 of the publication. The data are presented online in a printable PDF format. The publication is also interactive online.

# JOB PROJECTIONS

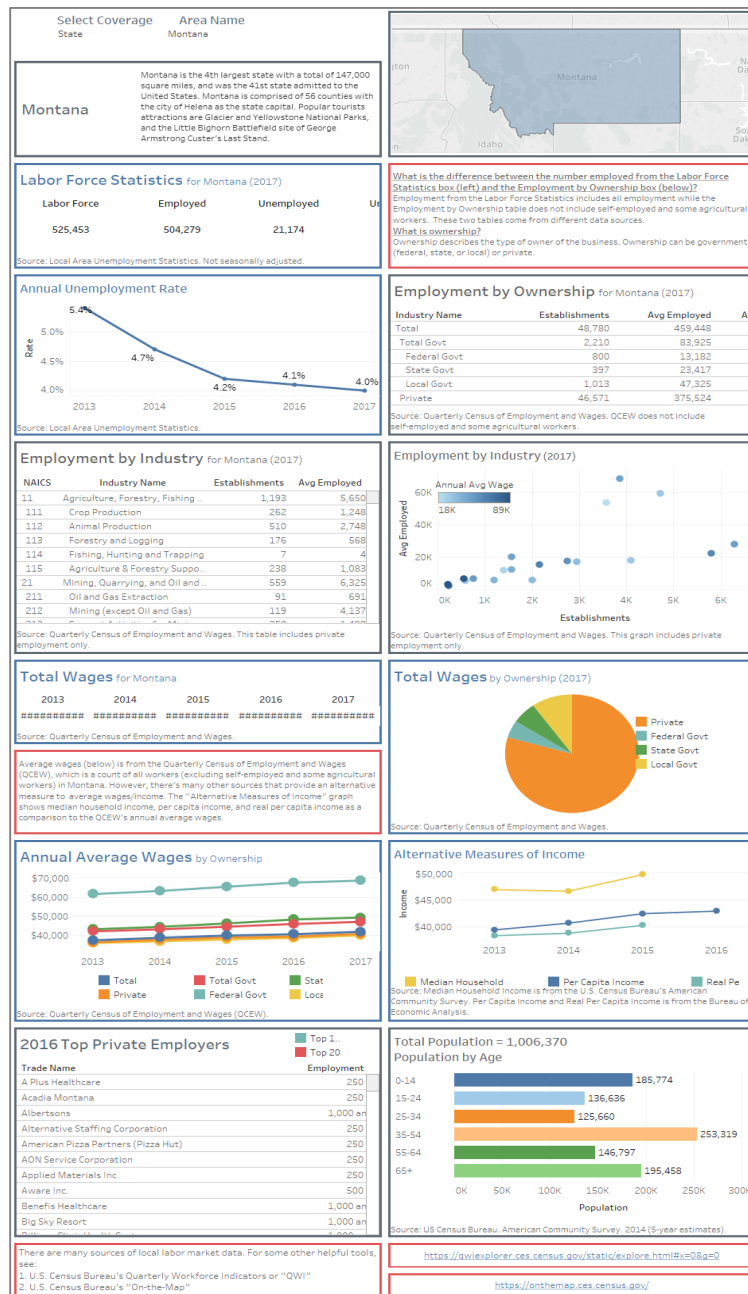
We have a tool on our website that provides job projections for Montana and 5 specific in-state regions:

<http://lmi.mt.gov/Projections>

The tool will allow you to build your own list using the following filter categories:

Region, minimum education, minimum training, average wage, apprenticeable in the U.S. or Montana, STEM, or annual growth rate

The “All Data” link will download an Excel spreadsheet of all the projections data. The “Projections Publication” link will take you to the most recent publication.



# QUESTIONS?

For detailed questions on LMI data, you can click the ["Contact Us"](#) link at the bottom of most of our pages on the [lmi.mt.gov](http://lmi.mt.gov) website.

Or you can utilize the following methods to contact us:

- ["Ask an Economist"](#) link on our website:
  - Have a question about Montana's economy? We have the answers. You can click the "SUBMIT A QUESTION" box and send your question to our Economists.
- Call our main number at: (406) 444-4100.
- Contact the LMI Unit Supervisor, Matt Betcher, directly at [mbetcher@mt.gov](mailto:mbetcher@mt.gov). Or call him at: (406) 444-3476.

# LMI EXERCISES

1. The average wage for a registered nurse in my *region* is: \_\_\_\_\_
2. The average wage for a registered nurse *statewide* is: \_\_\_\_\_
3. The projected number of annual openings statewide for a cashier is: \_\_\_\_\_ For my region is: \_\_\_\_\_
4. I'm interested in wages for this occupation: \_\_\_\_\_
  - The latest wage in my region is: \_\_\_\_\_ statewide: \_\_\_\_\_
5. I'm interested in wages for this occupation: \_\_\_\_\_
  - The latest wage in my region is: \_\_\_\_\_ statewide: \_\_\_\_\_



## BUSINESS SERVICES AVAILABLE THROUGH DEPARTMENT OF LABOR & INDUSTRY AND JOB SERVICE MONTANA

ABC Clinics	The Assistance for Business Clinics are designed to provide new and established businesses, accountants, bookkeepers, human resource professionals and attorneys with updated information on topics such as: Montana Department of Revenue's new forms and E-Services, Unemployment Insurance tax requirements, workers' compensation coverage, discrimination laws, Independent Contractor regulations, utilizing labor market information to make business decisions, the Registered Apprenticeship Program, tax incentives, minimum wage, overtime, New Hire Reporting, and USERRA laws and regulations. Read more at <a href="http://dli.mt.gov/-assistance-for-business-clinics">http://dli.mt.gov/-assistance-for-business-clinics</a> .
Bonding	The U.S. Department of Labor established The Federal Bonding Program in 1966 to provide Fidelity Bonds for "at-risk," hard-to-place job seekers. The bonds cover the first six months of employment at no cost to the job applicant or the employer.
Human Resource	Resources, tools and assistance on a variety of topics including writing or reviewing job descriptions, resources for ADA compliance, employment laws, employee handbooks, drug testing in Montana, an employee turnover cost calculator, and human rights information available at <a href="https://montanaworks.gov/job-service-montana">https://montanaworks.gov/job-service-montana</a>
IWT	Incumbent Worker Training is an employer-sponsored program that provides grant funding to assist eligible Montana small businesses offset the cost of training for their existing (incumbent) workers. Its intent is to create a stronger workforce through developing employees and strengthening small business for Montana residents. Read more at <a href="http://wsd.dli.mt.gov/employers/incumbent-worker-training-program">http://wsd.dli.mt.gov/employers/incumbent-worker-training-program</a> .
Interview Facilities	Interview facilities are available at no cost and by appointment at some Job Service offices.
Job Fairs	Job Fairs and other recruitment events, including targeted job fairs for individual businesses or industry sectors.
Labor Market Information	Labor Market Information and Labor Force Statistics including local, regional and statewide statistical data.
Posters	Required labor law posters are available at your local Job Service at no cost or may be downloaded at <a href="http://wsd.dli.mt.gov/employers/labor-law-posters">http://wsd.dli.mt.gov/employers/labor-law-posters</a> . The 5-in-1 poster includes: Fair Labor Standards Act; Family and Medical Leave Act; Employee Polygraph Protection Act; Equal Employment Opportunity; and OSHA. In addition, we provide the USERRA poster.
Recruitment/Retention	Assistance with recruitment and retention



Safety Fest	<a href="#">SafetyFestMT</a> is a collaborative effort between the Montana Department of Labor & Industry and businesses/entities across the state who donate their time to present various topics. This collaboration allows SafetyFestMT to provide FREE quality training to employers and their workers throughout Montana.
Testing	<p>Montana employers have the option of utilizing over 500 standard assessment tests as a part of their employee recruitment process. Job Service Montana offers this service through the eSkill online testing system and provides employers with a valid pre-employment testing service that lets potential candidates take the test whenever and wherever it's convenient for them and provides employers with quantitative data to help them make more informed hiring decisions.</p> <p>The eSkill standard tests cover a wide range of skill areas and are the perfect starting point for new users to eSkill's online assessment service. Subject-based Tests cover hundreds of work skills, including soft skills, abilities, and aptitudes as well as hard skills, from accounting principles to web development, and all the areas in between. Each of the eSkill Job-based Tests covers the combination of skills needed for a specific job title.</p> <p>Read more at <a href="http://wsd.dli.mt.gov/employers/employer-testing-job-candidates">http://wsd.dli.mt.gov/employers/employer-testing-job-candidates</a>.</p>
Wage & Hour	<p>The Compliance and Investigations Bureau enforces provisions of the Montana Wage Payment Act, minimum wage and overtime law, Public Contracts / Prevailing Wage Law and the State Child Labor Standards Act. As part of its function the bureau processes claims from employees who did not receive wages in a timely fashion or pursuant to their employment contract. The claims can be for such items as minimum wage, overtime, vacation pay, commissions, earned bonuses, etc. The bureau also provides assistance to the public by answering labor related phone inquiries and by providing presentations informing employers and employees of their rights and responsibilities under Montana law.</p> <p>Information on wage and hour laws and other functions of the unit can be obtained at <a href="http://erd.dli.mt.gov/labor-standards/wage-and-hour-payment-act">http://erd.dli.mt.gov/labor-standards/wage-and-hour-payment-act</a> or by calling 406-444-6543.</p>
Work-Based Learning	Assistance with Work-Based Learning options including <a href="#">Apprenticeship</a> , OJT (On-the-Job Training), Work Experience, Internships.
WOTC	<p>The Work Opportunity Tax Credit (WOTC) program is designed to assist individuals who are facing barriers transition into gainful employment. The tax credit can save Montana employers up to \$9,600 per qualifying new hire during their first year of employment. The number of qualifying new hires is unlimited and is available to for-profit and tax-exempt organizations hiring job seekers from targeted groups listed at <a href="http://wsd.dli.mt.gov/employers/wotc">http://wsd.dli.mt.gov/employers/wotc</a>.</p>