

WorkSource Service Delivery System Policy

EFFECTIVE DATE: May 1, 2007
SYSTEM POLICY NUMBER: 1005
SUBJECT: Use of AutoCoder in SKIES

This policy applies directly to the Wagner Peyser labor exchange programs (including WorkFirst employment services), and to WIA and other WorkSource System partner program- funded staff who provide labor exchange job order taking functions.

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AutoCoder, a tool to enhance the use of the Occupational Network System (O*NET) Codes, was recently introduced in the Services, Knowledge, Information Exchange System (SKIES) application. Revised Labor Exchange Policies and Procedures for: Registration and Résumé # 4007; Selection and Referral #4008; and Job Orders #06-01, including information regarding the use of O*NET in SKIES will be released in the future. This interim policy is provided now for all WorkSource staff that use occupational codes and perform labor exchange selection and referral, and job order functions at the WorkSource Centers.

BACKGROUND

The O*NET system funded by the Department of Labor, is a system for classifying all occupations in the private and public sectors. It is the nation's primary source of occupational information. The O*NET system is used by staff in WorkSource Centers to assist the demand-driven workforce investment system to make informed employment, training, and business development decisions.

The O*NET AutoCoder is an interactive web service integrated into the SKIES system to provide accurate O*NET coding for job seekers and job orders based on job title or brief job description or both.

The Employment Security Department implemented the O*NET AutoCoder in the Unemployment Insurance Tele-Centers as part of the initial and Internet claims processes. The AutoCoder has been implemented as an enhancement in the SKIES application, in Go2WorkSource.com and will be implemented in the WorkForce Explorer Web site in June 2007. The Department will have a single tool to provide consistent coding wherever occupational codes are used.

The AutoCoder will:

- Maximize the matching capacity by using a tool to match all job seekers and job orders.
- Reduce the time to find an O*NET Code in SKIES using a search by job title and/or job description.
- Reduce inconsistency between multiple database applications, such as GUIDE and SKIES, which interface job seeker and/or job order data.
- Improve the quality of job match results from job seeker qualifications to job order requirements through the SKIES application.
- Improve the quality of job match results through the SKIES application from a job order to a job seeker.
- Send a query to the O*NET data base (and return results of the search).

A quality assurance process will be developed to measure the effectiveness of the AutoCoder.

POLICY

It is the policy of the Employment Security Department to select and refer qualified applicants to employer job openings. Services must be performed in compliance with federal and state policies and procedures.

The O*NET AutoCoder will be used by all WorkSource staff who are providing labor exchange functions to code job seeker employment information and job orders to provide speedy, accurate, and consistent matches between job seeker qualifications and job order requirements.

A draft of the revised policies for Registration and Resumes, Selection and Referral, and Job Orders will be distributed in the future for review and comment. The existing WIA and Wagner Peyser policy review process will be used for further discussion. This Interim Policy is effective immediately.

PROCEDURES AND INSTRUCTIONS

1. Creating a Job Seeker Record in SKIES using AutoCoder.

To ensure the job seeker meets employer requirements for job matching and referrals, employment information must be accurately coded. An O*NET Code is entered on a Job Seeker employment history or desired employment screen for a Job Seeker to describe skills and previous work experience with a specific employer or multiple employers.

The AutoCoder will provide a higher match rate to O*NET Codes on job orders entered in the SKIES application.

Because the AutoCoder uses common terms for occupations and it is faster and easier to find the right code for the job seeker, the **wild card** is no longer required.

To create a job seeker record:

- Click > **Job Seeker > New Seeker**. Complete required fields.
- Click >**Employment History** tab > and/or > **Desired Employment** tab.
- Click on the arrow right of the O*NET Code data field.
- Enter the seeker's **Job Title** or **Job Description** in the **O*NET Search Criteria** pop up. SKIES will send a query to the O*NET AutoCoder.
- Click to select the appropriate O*NET Code that best matches the job seeker's skills or work experience.

2. Creating a Job Order in SKIES using AutoCoder

An O*NET Code is entered on a job order to identify the skills and occupation the employer is seeking.

To create a job order:

- Click > **Employer > Job Orders**.
- Click arrow to the right of the O*NET data field.
- When the **O*NET Search Criteria** pop-up displays, enter **word(s)** to describe the job title/job description.
- The top ten occupational matches will be displayed.
- Click to select the appropriate **O*NET Code** that best matches the skills listed on the employer's job order.

3. Conducting a Job Match and Applicant Search in SKIES using AutoCoder

Providing a quality match between the job seeker and the employer depends on selecting the code that best matches the occupation or job description.

To conduct a job match:

- Click > **Job Seeker > Core Services > Job Matching**.
- Click arrow right of the O*NET Code data field to review the displayed O*NET Code and corresponding Job Title. (Auto-fills from Desired Employment)
- To conduct a new search not listed from the previous O*NET Codes, click > **Clear All O*NET** > button.
- Click > **O*NET** button for **Desired Employment, O*NET Family**, or enter a word for a **keyword search**.
- Click to select the appropriate O*NET Code from the match results.
- To modify search criteria, click > **Additional Search Criteria** button.
- Click > **Search** button.
- Click > **Details** button of the selected job order.
- Click > **Make Referrals** tab.
- Click > **Refer Seeker** button.

4. Conducting Job Referrals in SKIES using AutoCoder

To make a job referral:

- Click > **Employer > Job Orders.**
- Click to select the **Job Order.** Ensure the O*NET Code matches the job description the employer is seeking.
- Click > **Make Referrals** tab.
- Click > **Match Seekers** button.
- Click > **Search** button.
- If there is no match or to conduct an additional search, click > **Additional Search Criteria** button.
- Click > **O*NET Family** or conduct a **keyword** search.
- Click > **Search** button to find a list of job seekers matching the new search criteria.
- Click to select **Job Seeker(s).**
- Click > **Populate Referral** button.

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For functionality questions, call the SKIES Help Desk at 360.438.3274 (option 2), 360.438.4690, or for non-ESD Users (1) 800.331.5650.