

# Draft

A key need for the State of Montana is to develop data on the workforce training needs in the state that is reliable enough to make curriculum and program decisions within the Montana University System. The following outlines a four-step process for gathering this data in an efficient manner. The process is not designed to identify all workforce needs in the state, only those that are the most prevalent and predictable.

Step 1. Annette Miller of The Montana Department of Labor and Industry (DLI) will query several state and federal data bases to provide a starting list of no more than 150 types of jobs that meet the following criteria:

- Types of Montana jobs that are projected to grow the fastest during the next 10 years. Growth will be defined as highest number of jobs created, not percentage increases. Since one-year projections are developed pro rata from the 10-year projections, this also defines the fastest growing jobs during the next several years.
- Montana jobs that, on average, pay more than the State's overall average wage, but less than \$50,000 per year. This defines the mid-tier skill level job most likely to benefit from 2-year education programs.

Step 2. Bill Muse and Jim Rimpau from the Montana University System and Annette Miller of DLI will group the types of jobs by industry. This team will then identify the appropriate industry group or organization to help verify the data gathered in Step One. Specifically, business and labor organizations will be asked to screen the list for the following:

- Are there in fact current or projected shortages in Montana businesses for these types of jobs?
- Which types of jobs are hardest to fill and have the longest "vacancy" time?
- Which types of jobs require training that could be provided by the Montana 2-year system and what kind of training programs would be most helpful?
- Results of the survey will be submitted to BOR at their March 2005 meeting.

Step 3. Based on the information developed in Steps One and Two, the team will compile a list of the highest-priority jobs and training requirements. This list will then be evaluated by representatives of Montana's two-year academic programs to determine a priority order of needed program additions or expansions based on the following criteria:

- Which programs are the most cost effective
- Which programs can be implemented the fastest
- Which programs will have the most impact on the highest number of workers
- Which programs are most feasible given instructor and equipment requirements
- Program recommendations (including resource allocation) will be submitted to the BOR at their May meeting.

Step 4. Relevant industry and labor organizations will be engaged as partners to develop the priority training program additions or expansions.