

# The Key To Workforce Preparation

Keeping New York Competitive



**1-800-HIRE-992**

**[www.labor.state.ny.us](http://www.labor.state.ny.us)**

Equal Opportunity Employer/Program  
Auxiliary aids and services are available upon request  
to individuals with disabilities.



**George E. Pataki, Governor**  
**Linda Angello, Commissioner**

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JSECs work closely with DOL offices to monitor and improve services to employers. Employers can participate in workshops and seminars on human resources and labor law information.

The JSEC, which is now incorporated, receives grants to further programs that are beneficial to the employer community. For more information call 1-800-HIRE-992 or visit our website at [www.labor.state.ny.us](http://www.labor.state.ny.us)



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## MORE AND BETTER WORKERS WANTED

Successful businesses rely on a ready supply of good workers. That makes the State Department of Labor a key part of New York's workforce preparation strategy. Our staff has the knowledge, experience and technology to help employers meet their workforce needs.

The Labor Department locates, prepares and provides the workers that employers require to keep the Empire State competitive in the world marketplace.

Jobs and workers are the framework of our economy. The services offered by the State Labor Department can fill in that framework by preparing people to take jobs, linking them to the jobs that suit them best and helping employers to keep their staff up to date and on the job.

At the State Department of Labor, we cooperate with businesses, schools, labor organizations and local groups to provide employment information and services. Our field staff and Internet resources reach out to the people who are the raw talent for your business. They include students, homemakers, veterans, retirees, the disabled, the unemployed and the under-employed. We offer training, guidance and opportunities, as well as referrals to support services that keep people ready and able to work. This ready access to the statewide labor pool is the priceless resource that we offer to employers.

All of the services provided by the State Department of Labor are free and without obligation. Employers can choose the options that best meet their needs. The following pages list the most popular programs.

Tell us your workforce preparation needs — we will help you to fill them.

Linda Angello,  
Commissioner of Labor

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## Computerized Match to Workers

The State Labor Department (DOL) has a very comprehensive computerized labor exchange system. When we list your job openings electronically on our computerized system, they appear promptly at DOL offices across the state and at those of our many partner agencies. Then, people at schools, libraries, shopping malls and other locations can view your openings at the click of a mouse.



We advertise positions at all levels from entry to executive. Our computerized matching system assures that we can provide you with qualified applicants who have the skills, education, and experience that you require.

For hard-to-fill jobs, our Job Bank is linked to 2,200 offices of State Labor Departments across the country to find the people who have the skills/experience you need.

The State Labor Department's Employer Services Unit aids businesses through coordinators in our field offices across the state. Call 1-800-HIRE-992 for more information and the name of the consultant nearest you.

## Job Posting Options

There are many ways to hire help for your business. When employers contact DOL, whether by e-mail or fax, they tap directly into our labor-matching capabilities. The Labor Department's system provides an optimized electronic match between the job requirements and the special skills and abilities of qualified applicants. It's fast, uncomplicated, and free.

The Labor Department connection means that your business can choose from the largest available pool of applicants. We can search thousands of job seeker records across New York State in seconds. Our link to America's Job Bank further extends the reach of your announcement to include hundreds of thousands of people with a wide variety of skills and work experience, who check that database daily.

Let us locate, pre-screen and interview workers for you. Select Screened Referrals so that we can accept and process applications at our DOL offices around the state. Or, you may choose Self-Referral, where you conduct recruiting directly. The Labor Department can arrange appointments for you to interview candidates at our One-Stop Career Centers or send resumes to you for selection.

To list your job opening, contact the Employer Services Unit at 1-800-HIRE-992 or apply directly on the web at [www.labor.state.ny.us](http://www.labor.state.ny.us).

We welcome contacts from employers, employees or a representative from an organized workforce whenever the potential for workforce reductions arise. The earlier the contact is made, the more options become available. To connect with a member of the NYS Rapid Response Team, please call 1-800-HIRE-992.



## Health and Safety Consultations

Under federal laws, employers are obligated to provide their employees with a safe and healthful workplace.

We recognize that enforcement alone is inadequate to address the safety and health needs of employers. The New York State Department of Labor has staff experts who are available through an on-site consultation program to help you prevent health and safety problems and meet state and federal codes.

The program is free and voluntary. The Labor Department provides confidential consultations only at the request of the employer, who determines the scope and extent of the services provided. Experienced safety and industrial hygiene consultants identify workplace hazards in a program tailored for small businesses. They offer their findings in a clear, concise written report.

The employer must agree to eliminate serious hazards that are identified, with assistance from the Labor Department. Only if the employer fails this responsibility will the hazards be referred to the US Department of Labor Occupational Safety and Health Administration.

Employers who receive a comprehensive consultation, correct all hazards, and institute an effective safety and health program may receive a one-year exemption from a general scheduled OSHA inspection.

For more information, contact the Division of Safety and Health On-Site Consultation Program at (518) 457-2810.

## Unemployment Insurance Tax Services

Learn ways to minimize your rating. There are voluntary contributions that employers can make to keep their UI tax impact as low as possible. You can contact the Employer Account Adjustment Section to obtain a worksheet to calculate the possible savings. For further information, call the UI Division at 1-(888) 899-8810.

## Job Service Employer Committees

Businesses have a way to communicate their ideas and concerns with the State Department of Labor. They can sign up to join one of the 54 Job Service Employer Committees (JSECs) around the state to collaborate with the Labor Department on business needs.

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## Affirmative Action/EEO Guidance

Assure that your personnel practices meet the requirements of New York State Human Rights Law and the Americans with Disabilities Act. The Division of Equal Opportunity Development can help you to develop and maintain an affirmative action program, promote equal opportunity and ensure nondiscriminatory policies and practices in your everyday business operations.

The staff will help you to know what questions you can ask in a job interview and on application forms. They can assist you in formulating policies against sexual harassment, as well.

For more information, consult the website at [www.labor.state.ny.us](http://www.labor.state.ny.us) or contact the DEOD office at (518) 457-1984.

## Labor Law Interpretation

The Department of Labor can provide advice on work-related legal issues that can be confusing to business owners.

We can help you with information on State Labor Laws including minimum wage, hours of work, child labor regulations, payment of wages/wage supplements, farm and migrant labor, industrial homework, and the apparel industry. Understanding the provisions of these laws will aid employers with compliance and avoid penalties.

Requests for information about violations of the State Labor Law or about former employees who are seeking unemployment insurance coverage may be obtained from the department's counsel by filing a Freedom of Information request. The requests should be sent to Records Access Officer, New York State Department of Labor, State Office Campus, Bldg. 12, Rm. 509, Albany, NY 12240.



## Layoff/Transition Assistance

The State Labor Department offers employers help in preventing and easing downsizing and layoffs.

Whether the cause is a merger, business consolidation or financial difficulty, staff reductions are generally a difficult undertaking. The NYS Department of Labor Rapid Response Program has a variety of services designed to assist both employers and their workers through these transitions.

First, professional staff can work with businesses in an attempt to prevent the layoff. Where workforce reductions are unavoidable, we can supply strategies for minimizing disruptions in business operations and workers' lives. New York State has resources available to provide assistance to businesses, individuals and communities when workforce reductions are on the horizon.

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## Testing

Why take a chance on an unknown entity when you approach the hiring process? With the help of the State Labor Department, you can assure that the workers you interview and hire have been pre-evaluated for the competence you need. Our Testing Unit will administer standardized tests that measure aptitude, clerical skills and literacy.

## Customized Job Fairs/Recruiting

The Labor Department regularly holds job fairs and recruiting actions for employers and selected locations. Our staff can help you focus your hiring efforts. We can help line up workers for summer jobs or dip into a targeted labor pool.

One example of a special recruiting effort is the High-Tech New York Job Fairs. The job fairs have been advertised heavily on college campuses around the Empire State and in publications favored by recent graduates in high-tech fields.

Governor Pataki launched a new website, [www.hightechNY.com](http://www.hightechNY.com), to strengthen New York State's position as a national leader in high technology based economic growth and job creation

Some 230 employers participated in the state of the art recruiting push. They found that High-Tech NY Job Fairs have given a whole new flavor to labor exchange efforts. Students in cutting-edge fields found the HighTech NY website a good place to look for jobs. More than 5,000 students have attended the job fairs and logged onto the website since fall of 2000.

Employers with time constraints, such as tourism-reliant businesses, can count on the Labor Department to help meet their employee quota before the deadline hits. Those that have specialized technical requirements benefit from our deep well of resumes and contacts through America's Job Bank.

To set up a Job Fair or recruiting action, call 1-800-HIRE-992 or contact the nearest Labor Department One-Stop Career Center.

## Incentive Programs

Get tax credits, wage subsidies for hiring targeted job seekers or expanding in development zones.

The Labor Department can help businesses sort through the wide variety of government programs available to underwrite workforce expansion and training. The key characteristics of these programs are: the employer makes all hiring decisions, there is no limit to the number of new hires who can qualify their employer for tax savings, and minimal paperwork is required to claim the tax benefits.

There are state and federal incentives for employers to hire job seekers from nine target groups. The target groups include: long-term welfare recipients, other



welfare beneficiaries, veterans, young food stamp recipients, young residents of certain empowerment zones, vocational rehabilitation referrals, ex-felons and SSI recipients.

Tax credits exist for the following programs: Welfare To Work, Work Opportunity, Economic Development Zones/ Zone Equivalent Areas and Workers With Disabilities.

For more information, contact the Economic Development Services Unit at 1-800-HIRE-992.

The Welfare-To-Work Tax Credit for hiring long-term welfare recipients covers 35% of qualified wages for the first year, and up to 50% for the second year up to \$8,500. It applies to workers hired between December 31, 1997 and January 1, 2002.

The Work Opportunity Tax Credit offers up to \$2,400 for each new hire, with a higher percentage of credit according to the number of hours worked. It applies to new hires that start work before December 31, 2001.

## Training Referrals

The Labor Department can help you prepare your staff for the future of work in the new global marketplace. With competition increasing from around the world, New York employers need to groom top-notch workers for a lifetime of continual learning.

There are a wide variety of state and federal programs that job seekers can access through the One-Stop Career Center. State and federal legislation subsidize some programs. Others can be tailored or created according to the needs of local industries.

Contact your local Department of Labor or One-Stop Career Center to find out if your business or staff could benefit from the training we have available.

## Human Resources Assistance

The State Department of Labor Human Resources Consultants are available to assist employers with personnel problems and questions, at no cost.

Our specialists can help you deal with common personnel issues such as job descriptions, interviewing techniques, performance evaluations and job restructuring. They also can aid in the development of an employee handbook, review your personnel policies and practices, give you an outline for employee orientation procedures and help you determine appropriate job titles for recruiting.

Contact the Office of Employer Services or call 1-800-HIRE-992 for more information.

## Labor Market Information/Business Statistics

Get the data you need to make informed hiring and expansion decisions. Our Research and Statistics Division (R&S) collects and maintains the most comprehensive labor supply information in New York State.

The Labor Department will supply statistics on labor supply and costs, training and workforce preparation programs, industry trends, population characteristics, affirmative action information, occupational injuries and illness data and collective bargaining settlements.

Local R&S staff can conduct location-specific labor comparisons and help employers with human resources planning and marketing strategies. Our analysts also conduct research that allows them to identify industries with competitive advantages in specific counties or regions.

We have a Geographical Information System database file that sorts registered job applicants by zip code and location. This helps employers to focus on the quantity and quality of workers in a given area. It also allows a better understanding of the transportation and communication links between business sites and workers.

Finally, the Research and Statistics Division supplies occupation projections for the State and its ten regions. They give detailed information on specific jobs, employment trends and the number of projected job openings by area.

More information is available on the DOL website at [www.labor.state.ny.us/html/businf.htm](http://www.labor.state.ny.us/html/businf.htm) or by contacting the regional labor market information analyst.

## Apprentice Program Certification

Employers can train their own specialized staff in-house with a state-supported certified apprenticeship program. If you need skilled workers and want to make an investment in the future of your business, consider operating your own apprenticeship program.

By training workers yourself, you have replacements for workers who are promoted at no additional cost because they produce while they are learning. Apprentices know that they have future advancement, so they are less likely to leave. This mutually beneficial association creates improved morale, a harmonious working atmosphere and opportunities for leadership. Finally, the structured on-the-job training that is built into the apprenticeship program ensures that employees learn how to do their jobs safely and properly in more than 300 occupations.

Apprenticeship offices around the state are ready to provide advice and technical assistance to employers, free of charge, to establish first-rate apprenticeship programs. Look on the website at [www.labor.state.ny.us](http://www.labor.state.ny.us).

