



Guidance: Utilizing the County/Regional Occupations Tool

The intent of this guidance is to explain the process of finding in-demand occupations in a county or economic region.

- A tool has been developed on the https://insights.nd.gov website.
This tool was developed to provide school districts and centers county and economic region job openings data for completing Part 2b – Labor Market Alignment of the Perkins V required North Dakota Comprehensive Local Needs Assessment Worksheet.
Part 2b is the alignment of CTE Programs with In-demand workforce needs.

The following is a step by step process for using this resource:

Step 1:

Within Part 2b of the North Dakota Perkins V Comprehensive Local Needs Assessment is the link to the North Dakota Job Openings Tool. Click on North Dakota Job Openings

- Scholarship Program
Loan Repayment Program
North Dakota Job Openings

Step 2:

Click on Explore Openings by County/Region. This is found at the top of the page, above the Job Openings Over Time table.

North Dakota Job Openings by Standard Occupation Classification (SOC)

- State Overview
Explore Openings by County / Region
Explanation

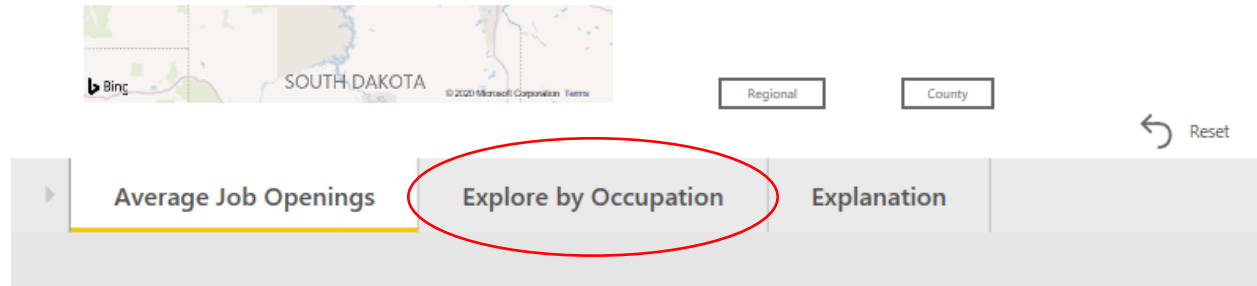
Job Openings Over Time

The following table shows the Top 6 Major (2 Digit) SOC Occupations by year. Values can be displayed by either Average Monthly Openings or Average Monthly Openings per 10,000 residents. Showing job openings as of January 2020.

Data Type
Average Monthly Openings

### Step 3:

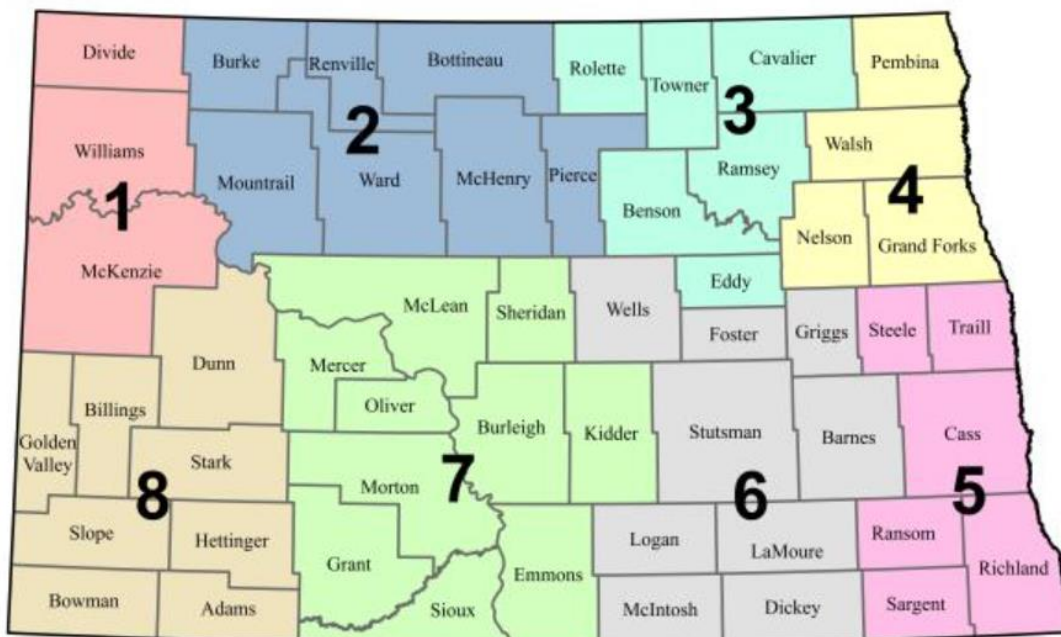
Click on **Explore by Occupation**. This can be found on the bottom of the page.



The user is now seeing the all occupation codes, found in North Dakota, searchable by county or economic development region. This is a monthly average of job openings posted to the Job Service North Dakota website. The data can be manipulated in three different ways.

Options are:

- changing the year range (**Calendar Year**)
- selecting a specific county (**County**), or
- selecting an economic region (**Region**).
  - The benefit of selecting an economic region is it groups several counties together, providing more data. Below is a map of the North Dakota's Economic Regions.



It is also possible to search by 2 digit or 6 digit Standard Occupation Codes (SOC). 2 digit codes are broad job families, such as Architecture and Engineering. 6 digit codes are specific occupations, such as registered nurse, accountant or welder.

To reset the tool, simply click on **Reset**.

Calendar Year

Year

County

Economic Region

2 digit

4 digit

ND Average Monthly Job Openings by County or Economic Region

SOC standard occupation codes  
 Lookup: <https://www.onetcodeconnector.org/>

2 digit SOC

- (Blank)
- Architecture and Engineering Occupations
- Arts, Design, Entertainment, Sports, and M...
- Building and Grounds Cleaning and Mainte...
- Business and Financial Operations Occupati...
- Community and Social Service Occupations
- Computer and Mathematical Occupations

6 digit SOC

- (Blank)
- Accountants and Auditors
- Actors
- Actuaries
- Adhesive Bonding Machine Operators and Tenders
- Administrative Law Judges, Adjudicators, and Hearing Offi...
- Administrative Services Managers

Economic Region	Adams, ND	Barnes, ND	Benson, ND	Billings, ND	Bottineau, ND	Bowman, ND	Burke, ND	Burleigh, ND	Cass, ND
1									
UNKNOWN									
<b>Architecture and Engineering Occupations</b>									
Aerospace Engineering and Operations Technicians									
Architects, Except Landscape and Naval									
Architectural and Civil Drafters									
Architecture and Engineering Occupations, All Other									
Civil Engineering Technicians									
Civil Engineers									
Electrical and Electronics Drafters									
Electrical and Electronics Engineering Technicians									
Electrical Engineers									
Electro-Mechanical Technicians									
Electronics Engineers, Except Computer									
Engineering Technicians, Except Drafters, All Other									
Engineers, All Other									
<b>Total</b>		32	131	44	13	52	26	9	2216

Once the year range and county or economic region is selected, a user is able to delve into the occupational data. For this example, data for 2019 in Burleigh County was selected:

ND Average Monthly Job Openings by County or Economic Region

SOC standard oc  
 Lookup: <https://www.onetcodeconnector.org/>

Calendar Year

2019 2019

County

Burleigh, ND

- Adams, ND
- Barnes, ND
- Benson, ND
- Billings, ND
- Bottineau, ND
- Bowman, ND
- Burke, ND
- Burleigh, ND
- Cavalier, ND
- Cass, ND

Region

All

2 digit SOC

- (Blank)
- Architecture and Engineering
- Arts, Design, Entertainment, !
- Building and Grounds Cleani
- Business and Financial Opera
- Community and Social Serv
- Computer and Mathematical

Economic Region	Burleigh, ND	Total
7	2216	2216
UNKNOWN	2	2
<b>Architecture and Engineering Occupations</b>	84	84
Aerospace Engineering and Operations Technicians	0	0
Aerospace Engineers	1	1
Architects, Except Landscape and Naval	0	0
Architectural and Civil Drafters	1	1
Architecture and Engineering Occupations, All Other	29	29
Civil Engineering Technicians	1	1
Civil Engineers	6	6
Computer Hardware Engineers	1	1
Drafters, All Other	0	0
Electrical and Electronics Engineering Technicians	7	7
Electrical Engineers	4	4
Electro-Mechanical Technicians	1	1
Electronics Engineers, Except Computer	0	0
Engineering Technicians, Except Drafters, All Other	1	1
<b>Total</b>	2216	2216

Average Job Openings

Explore by Occupation

As mentioned, it is also possible to search by specific occupation. For this example, 2019, Burleigh County and Registered Nurse were selected.

Calendar Year: 2019 | 2019

County: Burleigh, ND

Region: All

2 digit SOC:  Healthcare Practitioners and Technical Occ...

6 digit SOC:
 

- Real Estate Sales Agents
- Receptionists and Information Clerks
- Recreation Workers
- Recreational Therapists
- Refuse and Recyclable Material Collectors
- Registered Nurses
- Rehabilitation Counselors

Economic Region	Burleigh, ND	Total
7	144	144
Healthcare Practitioners and Technical Occupations	144	144
Registered Nurses	144	144
<b>Total</b>	<b>144</b>	<b>144</b>

There is not a minimum number of job openings to justify the use of Perkins funds for a program. This is simply allowing the user to find occupations that have a higher number of job openings.