

MICROFILM DIVIDER

OMB/RECORDS MANAGEMENT DIVISION

SFN 2053 (2/85) 5M



ROLL NUMBER

DESCRIPTION

2069

2001 SENATE INDUSTRY, BUSINESS AND LABOR

SB 2069

2001 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. SB 2069

Senate Industry, Business and Labor Committee

☐ Conference Committee

Hearing Date January 16, 2001

Tape Number	Side A	Side B	Meter #
1	X		0 to 28,9
Committee Clerk Signature <i>Doris E. Pérez</i>			

Minutes:

The committee was called to order. All members present. The hearing was opened on SB2069 relating to job task analysis service fees; and to provide a continuing appropriation.

DAVE FLITTER, Customer Service Consultant, Job Service ND, Grand Forks office. Written testimony attached.

SEN TOLLEFSON: Do other states offer JTA through Job Service?

D. FLITTER: Yes

SEN. MUTCH: You anticipate need for \$245,000 for the next biennium, where will the money come from?

D FLITTER: From the JTA fee for service.

S. KREBSBACH: Any money available from the initial funding for future use?

D FLITTER: No

SEN KLEIN: Will this detract from Job Services normal role?

Page 2

Senate Industry, Business and Labor Committee

Bill/Resolution Number 2069

Hearing Date January 16, 2001.

D FLITTER: No, JTA will be simply another tool added to Job Service

SEN. TOLLEFSON: If unemployment increases will these services still be needed?

D FLITTER: Yes, as unemployment goes down JTA greatly needed, if it increases once the business becomes used to this tools they would still want to use them.

SEN. KREBSBACH: Are private companies offering these services now?

D FLITTER: Yes, at a higher level (dimension 2), we provide dimension 1 mainly to help recruit and select, they help organizations to reorganize internally, so there is no competition.

SEN. ESPEGARD: Profiling jobs to stop turnover is good but, how does pay affect turnover?

MAREN DALEY, Executive Director, Job Service: If you hire the right person the first time you won't have turnover so you will have more money for pay raises.

No testimony against.

SENATOR KLEIN moved DO PASS. SENATOR D. MATHERN seconded.

Roll call vote: 7 yes; 0 no 0 absent. Carrier SENATOR ESPEGARD.

Bill rereferred to appropriations.

FISCAL NOTE
Requested by Legislative Council
12/14/2000

Bill/Resolution No.: SB 2069

Amendment to:

1A. State fiscal effect: *Identify the state fiscal effect and the fiscal effect on agency appropriations compared to funding levels and appropriations anticipated under current law.*

	1999-2001 Biennium		2001-2003 Biennium		2003-2005 Biennium	
	General Fund	Other Funds	General Fund	Other Funds	General Fund	Other Funds
Revenues	\$0	\$0	\$0	\$245,061	\$0	\$245,061
Expenditures	\$0	\$0	\$0	\$245,061	\$0	\$245,061
Appropriations	\$0	\$0	\$0	\$245,061	\$0	\$245,061

1B. County, city, and school district fiscal effect: *Identify the fiscal effect on the appropriate political subdivision.*

1999-2001 Biennium			2001-2003 Biennium			2003-2005 Biennium		
Counties	Cities	School Districts	Counties	Cities	School Districts	Counties	Cities	School Districts
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2. Narrative: *Identify the aspects of the measure which cause fiscal impact and include any comments relevant to your analysis.*

Authorization to charge fees for job task analysis services is the aspect of the measure that causes fiscal impact. The job task analysis fee-for-service program will offer users of Job Service North Dakota job task analysis services on a fee-for-service basis. The operation of job task analysis fee-for-service program enables Job Service North Dakota to provide an expanded level of service.

3. State fiscal effect detail: *For information shown under state fiscal effect in 1A, please:*

A. Revenues: *Explain the revenue amounts. Provide detail, when appropriate, for each revenue type and fund affected and any amounts included in the executive budget.*

Four products have been identified to be offered on a fee-for-service basis: WorkKeys job profiles, WorkKeys tests, AES Skill Command job profiles, and AES Skill Coach. Fees generated would be deposited into a separate interest-bearing account at the Bank of North Dakota.

B. Expenditures: *Explain the expenditure amounts. Provide detail, when appropriate, for each agency, line item, and fund affected and the number of FTE positions affected.*

Expenditures would include salaries and wages, operating expenses, and equipment line items.

There would not be any effect on the number of FTE positions needed by Job Service North Dakota.

C. Appropriations: *Explain the appropriation amounts. Provide detail, when appropriate, of the effect on*

the biennial appropriation for each agency and fund affected and any amounts included in the executive budget. Indicate the relationship between the amounts shown for expenditures and appropriations.

The revenue and expenditure amounts identified in Section 1A are included in the Executive Budget request as reflected in the Job Service Appropriation Bill, SB 2017.

Name:	Wayne Kindem	Agency:	Job Service North Dakota
Phone Number:	328-3033	Date Prepared:	01/05/2001

Date: January 16, 2001
Roll Call Vote #: 1

2001 SENATE STANDING COMMITTEE ROLL CALL VOTES
BILL/RESOLUTION NO. 289

Senate Industry, Business and Labor

Committee

☐ Subcommittee on _____
or
☐ Conference Committee

Legislative Council Amendment Number _____

Action Taken Do Pass

Motion Made By S. Klein Seconded By S. Espgaard

Senators	Yes	No	Senators	Yes	No
Senator Mutch - Chairman	✓		Senator Every	✓	
Senator Klein - Vice Chairman	✓		Senator Mathern	✓	
Senator Espgaard	✓				
Senator Krebsbach	✓				
Senator Tollefson	✓				

Total (Yes) 7 No 0

Absent 0

Floor Assignment S. Espgaard

If the vote is on an amendment, briefly indicate intent:

REPORT OF STANDING COMMITTEE (410)
January 16, 2001 2:26 p.m.

Module No: SR-06-1067
Carrier: Espegard
Insert LC: . Title: .

REPORT OF STANDING COMMITTEE

SB 2069: Industry, Business and Labor Committee (Sen. Mutch, Chairman) recommends DO PASS and BE REREFERRED to the Appropriations Committee (7 YEAS, 0 NAYS, 0 ABSENT AND NOT VOTING). SB 2069 was rereferred to the Appropriations Committee.

2001 SENATE APPROPRIATIONS

SB 2069

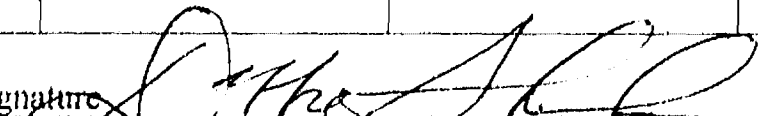
2001 SENATE STANDING COMMITTEE MINUTES

BILL/RESOLUTION NO. 2069

Senate Appropriations Committee

☐ Conference Committee

Hearing Date January 26, 2001

Tape Number	Side A	Side B	Meter #
1	Strategic Planning		0,0-15.9
Committee Clerk Signature 			

Minutes:

Senator Solberg opened the hearing on SB 2069.

Larry Anderson, Director of the Grand Forks office of Job Service North Dakota, testified on SB 2069 (testimony attached) stating the necessity to being the process of Strategic Business Planning.

Senator Holmberg: With this legislation, will the job tasks and training of personnel be allowed with other offices?

Larry Anderson: Yes; services and resources provide revenue for this service and are a direct cost for the services.

Senator Grindberg: Are any of the two year colleges offering these same services? Do you work together with these quadrants?

Larry Anderson: No other colleges in ND are providing this type of services; the benefits with this service help identify skills needed in a particular job and the training gap with these skills.

Senator Andrist: Are there any components to assist with this training?

Larry Anderson: The extent to identify the skilled deficiencies offset the costs for workers.

Senator Schobinger: In your testimony you spoke about the five benefits with the job task analysis; can you help with any of these benefits now and if not, is that the reason for this bill?

Larry Anderson: We can offer some work with businesses mainly to define the business; this service is more enhanced by getting new products; Department of Labor identifies the skills for workers but have a very limited capability between the gaps; this service will give a clear view.

Senator Solberg: With this service will the employer have to ask for these services?

Larry Anderson: If it is determined to give the information or by the employer asking.

Senator Thane: Start up companies are new and innovated; do you go to this business to determine their work force?

Larry Anderson: Yes to identify specific skills for better hiring decisions for the employer; from productivity we will provide these people assistance with their services.

Senator Tomac: Is there any private industry doing this type of service?

Larry Anderson: On the last page of my testimony, page 7, I talk about this; the rights and analysis have been checked, and no other providers of this service in ND.

Senator Grindberg: Isn't there a service in Moorhead with this type of business; aren't we creating two entities for this service in ND? Can't we integrate these two efforts?

Larry Anderson: We have discussed this mainly in the northeast which are supportive of this service; the assessment process will help; the Fargo market has more business and workforce; this legislation through ND Job Service will reach this capability with the Job Task Analysis.

With no opposition to the bill, the hearing was closed. Tape #1, Side A, meter 15.9.

2-7-01

X February 7, 2001 Full Committee (Tape 1, Side B, Meter No. 22.6-32.1)

Senator Nething, Chair of the Senate Appropriations Committee, reopened the hearing on SB2069.

Senator Holmberg, Chair of the North Dakota Job Service Subcommittee, explained that SB2069, SB2070, and SB2071, were considered when the Subcommittee met, and were incorporated as deemed fitting into SB2017.

Senator Holmberg moved a DO NOT PASS; Senator Grindberg seconded the motion. No discussion, call for the Roll Call Vote: 10 yes, 0 no, and 4 absent and not voting.

Senator Holmberg accepted the floor assignment.

Date: 2-7-01

Roll Call Vote #: 1

2001 SENATE STANDING COMMITTEE ROLL CALL VOTES

BILL/RESOLUTION NO. SB 2069

Senate Appropriations Committee

☐ Subcommittee on _____

or

☐ Conference Committee

Legislative Council Amendment Number _____

Action Taken On Not Pass

Motion Made By Sen Holmberg Seconded By Sen Grindberg

Senators	Yes	No	Senators	Yes	No
Dave Nething, Chairman	✓				
Ken Solberg, Vice-Chairman	✓				
Randy A. Schobinger	✓				
Elroy N. Lindaas	✓				
Harvey Tallackson	✓				
Larry J. Robinson	✓				
Steven W. Tomac					
Joel C. Heitkamp	✓				
Tony Grindberg	✓				
Russell T. Thane					
Ed Kringstad					
Ray Holmberg	✓				
Bill Bowman					
John M. Andrist	✓				

Total Yes 10 No 0

Absent 4

Floor Assignment Senator Holmberg

If the vote is on an amendment, briefly indicate intent:

REPORT OF STANDING COMMITTEE (410)
February 7, 2001 11:19 a.m.

Module No: SR-22-2567
Carrier: Holmberg
Insert LC: . Title: .

REPORT OF STANDING COMMITTEE

SB 2069: Appropriations Committee (Sen. Nething, Chairman) recommends **DO NOT PASS** (10 YEAS, 0 NAYS, 4 ABSENT AND NOT VOTING). SB 2069 was placed on the Eleventh order on the calendar.

2001 TESTIMONY

SB 2069

Senate Bill 2069
Testimony before the Senate
Industry, Business and Labor Committee
By Job Service North Dakota
January 16, 2001

Mr. Chairman, members of the committee, my name is Dave Flitter, Customer Service Consultant with the Grand Forks office of Job Service North Dakota.

In 1997, Job Service North Dakota found it necessary to begin the process of Strategic Business Planning. This was accomplished to provide direction and goals to our agency. Our Strategic Business Plan has become a fluid, working document, providing the essential guidance to accomplish our mission: That ***Job Service North Dakota provides customer-focused services to meet the current and emerging workforce needs of the state.*** With the business plan and the mission statement, Job Service North Dakota adopted a vision: That *Job Service North Dakota is the provider of choice for workforce services.*

Job Service North Dakota works with the business community on a daily basis; providing them with Labor Market Information; listing job orders locally, statewide, and nationally; referring qualified job seekers to businesses; assisting with screening job seekers; providing guidance and assistance in writing proposals for training funds; providing enhanced services such as skills analysis; and the list continues.

Through the Job Task Analysis process, everyday generic work skills are transformed into job-specific skills, employer specific skills, and/or position specific skills. This process assists the business in the development of enhanced job descriptions, assessing the job applicants, creating employee career development plans, and identifying areas where training is needed. Job Task Analysis assists the business in developing and maintaining a quality workforce.

Job Service North Dakota staff understands that Job Task Analysis can and will provide an excellent means of helping businesses recruit, select, train, and retain the right employees. Job Task Analysis can provide a quantitative and qualitative approach to assessment of skills/competencies required to accomplish the tasks of a specific job for a specific business. It was for this reason that Job Service North Dakota included Job Task Analysis in the 1997 Business Plan as an enhanced/expanded service to be offered to our business customers. The commitment to provide needed services to customers is indicated in the 2000 Business Plan, which states "Job Service North Dakota will complete a Job Task Analysis pilot project and develop recommendations regarding it's use as a tool to help businesses identify skill levels in hiring and training".

What benefits can Job Task Analysis provide for North Dakota businesses?

1. Job Task Analysis can assist businesses in formulating a well-defined job description. In the information technology age, an open position is now posted globally, rather than just locally. It is therefore essential to have a good job description when advertising an open position. A good job description helps prospective employees understand the job and realize whether or not they have the proper qualifications to satisfactorily perform the required work.
2. Job Task Analysis can identify critical skills/competencies needed to perform the specific task of the job. These critical skills/competencies are identified by incumbent workers with an excellent knowledge of the tasks required for the job. Since the workers themselves establish the standards, utilization of the skills/competencies for employee selection purposes is legally sound. Critical skills/competencies can be viewed as those competencies needed to learn the job and skills that can be trained while on the job.
3. Job Task Analysis provides information to employers and human resource personnel, so that they have a better idea of what they want in prospective employees. Traditionally, employers look for

"what" an applicant can do rather than "how" an applicant can accomplish tasks. By looking for the "how" and training for the "what", a better match is made; thus reducing turnover and training costs.

4. Job Task Analysis facilitates the establishment of levels or standards of performance by the incumbent workers. These levels or standards can be used to set expectations of both employee and employer; and to establish and maintain open communication resulting in a good work environment.
5. Job Task Analysis can identify skill/competency gaps where training can be utilized with incumbent workers and new hires. Through self-analysis or assessment testing, the incumbent and the prospective employee can determine what they are lacking in the appropriate level of skills/competencies, and seek training to further their career and advance within the company.

To verify the benefits of Job Task Analysis to the business community, Job Service North Dakota conducted a pilot project from October 1, 1999, to September 30, 2000, in the northeast quadrant of the State. This included the counties of Rolette, Towner, Cavalier, Pembina, Benson, Ramsey, Walsh, Nelson, and Grand Forks. The Job Service North Dakota Customer Service Office in Grand Forks was the center of the pilot project. The objectives of the pilot project were as follows:

1. Explore the need for Job Task Analysis as a resource tool for workforce recruitment and retention.
2. Identify a desirable Job Task Analysis product/service vendor.
3. Determine the financial impact on the Job Service North Dakota budget.
4. Determine the human resources required to offer an enhanced service such as Job Task Analysis.
5. Identify a willingness of North Dakota businesses to pay for an enhanced service.
6. Determine funding sources to provide Job Task Analysis.

While exploring the need for Job Task Analysis you can see that over the past 6 years (since 1994), the seasonally adjusted unemployment

rate for the state of North Dakota has not been higher than 3.9 %, and has been as low as 2.1%. While the total available labor force has risen by only 740 people (from 336,571 to 337, 311), the number of people employed has risen by 5,446 (from 323,508 to 328,954). There are consistently more job openings listed with Job Service North Dakota then there are registered job seekers.

On January 11, 2001, there were 1,242 job seekers registered and 1,935 openings listed at the Grand Forks office. This causes a very tight labor market, in fact, a job seekers market. With a job seekers market there is very little loyalty to the company for whom an individual is working. This job seekers market and lack of loyalty can be costly to a business when someone is trained for a position only to lose them to another company. The turnover cost of a *fast food/quick service worker* is figured to be \$ 545 per worker. The turnover cost of a *fast food/quick service manager* is approximately \$2,300 per manager. In the production arena, the turnover cost of a *composite fabricator* is estimated at \$3,250 per fabricator. In a company of 100 employees with an annual turnover rate as low as 5%, the cost could be as high as \$16,250. There is a need to hire the right person for the job the first time.

Two product/service vendors were utilized during the pilot project. They were AES International (AES) of Detroit Lakes, MN, and American College Testing (ACT) of Iowa City, IA. These two products differ in the number of skills/competencies assessed and the end product or means available to the business to accomplish the desired effect. AES assesses the 37 competencies of the Secretary's Commission on Achieving Necessary Skills (Attachment A) while ACT assesses Reading for Information, Applied Mathematics, Applied Technology, Locating Information, Teamwork, Observation, Listening, and Writing. These products were selected from a field of eleven products researched from May 1999 to August 1999. ACT is designed for assessment of entry level positions while AES provides assessment for all positions, entry level through professional level. These products complement each other and work well together. AES Skill Coach is the primary assessment engine for Johns Hopkins University Career Transcript System used by hundreds of community colleges (and growing) in Welfare-to-Work programs. AES was adopted by the state of Washington as the profiling tool for all

standards-based curricula in the Washington State Community College system. AES tools are currently being used by 800 businesses in 32 states and by education in 28 states. Over 2,900 AES profiles have been completed since AES began business in 1994. AES requires that a value be placed on the use of their products and services, therefore indicating the need to charge for the service. ACT has 2,243 companies using Work Keys in 40 states with educational entities using Work Keys in 48 states. Over 6,000 jobs have been profiled by ACT certified profilers in the past 5 years. ACT currently has 612 certified profilers utilizing Work Keys. Although ACT does not require that a value be placed on their products, they do charge annual license fees for profilers and service centers and charge for the processing of individual assessments as they are scored. ACT has become a primary workforce assessment tool in the United States. Many companies have developed and continue to develop training materials and programs that assist individuals in achieving the level of performance required for a specific job with a specific business.

Within the upper Midwest Region, AES tools are being utilized in Minnesota in an educational setting. In the same area, ACT Work Keys are being utilized in Minnesota, Iowa, and Nebraska in both the educational and business setting; and in Wyoming and South Dakota in an educational setting only. Montana is not utilizing any vendor skills assessment tools at this time. Our fine State of North Dakota has only begun to explore the possibilities with the pilot project operated by Job Service North Dakota. As more jobs and/or occupations are profiled to determine the critical skills/competencies the areas of Welfare to Work and School to Work can be explored.

Funding of the Job Task Analysis pilot project was achieved through utilization of a \$25,000 grant from the Interstate Conference of Employment Security Agencies (ICESA), \$23,000 of the Federal One-Stop Service Center implementation grant, and approximately \$28,000 of Federal Employment Security (ES) funds. The approximate cost of \$76,000 covered training, licensing, and wages of two profilers, training and licensing of one service center for ACT assessments, computer equipment, cost of product use, travel, lodging, and per diem. The pilot project did not add staff to push or sell Job Task Analysis to businesses as an enhanced service. The

pilot project utilized existing Employment Security staff and offered Job Task Analysis only as a solution to a specific problem for the business with whom they were working. Job Service North Dakota would launch this program with 3.5 full time equivalent positions. The cost committed to this project for this biennium budget for Job Service North Dakota would be about \$245,000. With the additional draw on Job Service North Dakota, core services cannot be sustained.

As stated, Job Task Analysis was offered only as a solution to a specific human resource problem of a business uncovered during normal working relations with that business. Once Job Task Analysis was determined to be a solution, a service agreement was presented quoting a price for the enhanced service (attachment B). Only after the company had agreed to pay the fee, were they informed that Job Service North Dakota would cover all costs. Only one business of the fourteen offered Job Task Analysis stated they could not afford the cost, all others were ready and willing to pay between \$1,124 and \$3,371 for the profiling of one of their positions. Prices quoted varied depending on the anticipated time to complete a profile and the complexity of the position being profiled. North Dakota businesses, like any other businesses, are willing to pay for a service provided as a solution to a problem.

The Job Task Analysis pilot project has proven that there is a need, that North Dakota businesses are willing to pay for this service, and that the extra ordinary costs associated with Job Task Analysis can not be funded through normal funding streams without degrading core services. Therefore, to offer Job Task Analysis as a value-added enhanced customer service to North Dakota business, it will be necessary to charge a fee to recover our direct costs.

Job Service North Dakota is committed to offering Job Task Analysis to North Dakota businesses. Without legislative authorization to charge a fee for this enhanced service, Job Service North Dakota would be forced to pick and choose which business to whom they could offer Job Task Analysis. This would have to be determined with the consideration of those most in need of the service. The lack of authorization of fee for service would also limit the service provider availability to AES International. This would remove the availability of the ACT Assessment testing which provides numerical matching

between the job seeker and the level at which the position was profiled. With authorization to charge a fee for Job Task Analysis, the North Dakota Legislature will ensure that all businesses have an equal opportunity to receive this valuable service.

The organizations that traditionally offer Job Task Analysis services are public in nature, either educational entities or employment service agencies. It is believed that along with equipment and man-hour costs, the primary reason the private sector is not actively engaged in providing these services is the difficulty in making an effective sale. An effective sale must include a solution to the problem as the business perceives it. Businesses, like individuals, will not readily provide critical information needed to identify problems until a trust factor is established. That trust factor usually comes about from working well together on related issues. For a private organization to offer Job Task Analysis, they would first have to be successful in another line of business to cover the cost of the many hours required to establish that personalized relationship needed to gain the trust of the prospective business.



CANS - The Secretary's Commission on Achieving Necessary Skills (1991/DOL)

Basic Skills	(F1) READING - locates, understands and interprets written information
	(F2) WRITING - communicates thoughts, ideas, information in writing
	(F3) ARITHMETIC - performs basic computations
	(F4) MATHEMATICS - chooses appropriate mathematical techniques
	(F5) LISTENING - receives, interprets, and responds to verbal messages and cues
	(F6) SPEAKING - organizes ideas and communicates orally
Thinking Skills	(F7) CREATIVE THINKING - generates new ideas
	(F8) DECISION MAKING - specifies goals and constraints, chooses best alternatives
	(F9) PROBLEM SOLVING - recognizes problem and devises/implements a solution
	(F10) MENTAL VISUALIZATION - thinking about what something will be
	(F11) KNOWING HOW TO LEARN - uses efficient learning techniques
	(F12) REASONING - discovers and applies underlying rules or principals
Personal Qualities	(F13) RESPONSIBILITY - exerts a high level of effort and perseveres towards goals
	(F14) SELF-ESTEEM - believes in ones self and maintains a positive view of self
	(F15) SOCIABILITY - demonstrates to others that you care about them
	(F16) SELF-MANAGEMENT - assesses self accurately, sets goals, exhibits self control
	(F17) INTEGRITY / HONESTY - chooses ethical courses of action
Manages Resources	(C1) MANAGES TIME - sets relevant, goal related activities, ranks and allocates time
	(C2) MANAGES MONEY - uses or prepares budgets, keeps detailed records
	(C3) MANAGES MATERIAL - acquires, stores and distributes materials, supplies, etc.
	(C4) MANAGES HUMAN RESOURCES - assesses skills and distributes work
Manages Information	(C5) ACQUIRES INFORMATION - identifies need for data, obtains and evaluates
	(C6) ORGANIZES INFORMATION - organizes, processes, and maintains information
	(C7) INTERPRETS INFORMATION - selects & analyzes info and communicates results
	(C8) USES COMPUTERS - to acquire, organize, analyze, and communicate information
Inter-Personal Skills	(C9) PARTICIPATES AS A MEMBER OF A TEAM - contributes to group effort
	(C10) TEACHES OTHERS - helps others learn needed knowledge and skills
	(C11) SERVES CLIENTS / CUSTOMERS - works to satisfy client / customer expectations
	(C12) EXERCISES LEADERSHIP - communicates ideas to justify position and lead others
	(C13) NEGOTIATES - works toward agreements involving an exchange of resources
	(C14) WORKS WITH DIVERSITY - works well with people from diverse backgrounds
Systems	(C15) UNDERSTANDS SYSTEMS - social, organizational, and technological systems
	(C16) MONITORS SYSTEMS - distinguishes trends, predicts impact
	(C17) IMPROVES SYSTEMS - makes suggestions to modify existing systems
Technology	(C18) SELECTS TECHNOLOGY - judges which technology will produce desired results
	(C19) APPLIES TECHNOLOGY - understands procedure for setup and use of machines
	(C20) MAINTAINS TECHNOLOGY - prevents, identifies or solves technological problems

Form AT-2

(Attachment B)

Memorandum of Understanding

The following Memorandum of Understanding sets forth the terms of agreement between _____ and Job Service North Dakota regarding the provision of Job Task Analysis services to _____ and their employees.

Purpose of Agreement

The purpose of this agreement is to establish a cooperative and coordinated relationship between _____ and Job Service North Dakota to identify foundation and workplace competencies/skills for use in selection, evaluation, training, and promotion of employees.

Duration

_____ and Job Service North Dakota agree that the terms of this agreement will take effect on the date it is signed by both parties and will continue through September 30, 2000.

Operating Principles

It is agreed by _____ and Job Service North Dakota to jointly adhere to the following operating principles:

1. Certified Job Service North Dakota staff will facilitate Job Task Analysis of specified positions, utilizing AES International or American College Testing software programs and services.
2. Any information obtained and developed during the Job Task Analysis process will be and remain the property of Job Service North Dakota, software license holder. This information will be utilized jointly in the pursuit of a desired outcome for _____. Information may be used in general form as part of a database. Information specific to and vital to the operation of _____ will not be used or discussed without obtaining prior consent.
3. The ultimate decision to profile and/or utilize licensed product or service will rest with certified Job Service North Dakota staff.
4. To ensure proper utilization of products/services and adjust guidelines and practices to come in line with the desired use, Job Service North Dakota staff and _____ will review progress within 90 days and 6 months of the completion of the position profile(s).
5. The number of positions profiled within _____ will be determined under Job Service North Dakota guidelines based on total number of employees.
6. Comply with all applicable laws, rules, regulations, and policies including, but not limited to 29 CFR Part 24, relating to nondiscrimination, accessibility, and civil rights.

Responsibilities of the Entities Under Agreement

_____ and Job Service North Dakota recognize the benefits that will be derived from the effective implementation of this Agreement, and agree to the respective responsibilities as follows:

Under this Agreement, Job Service North Dakota agrees to:

1. Provide staff, trained and certified, in the use of AES International 'Skill Coach' and 'Skill Command' and American College Testing 'Work Keys' to facilitate Job Task Analysis profiling of specified positions within _____.
2. Work with management, human resources, supervisors, and employees of _____ as a team in the identification and use of foundation and workplace competencies/skills for selection, evaluation, training, and promotion of employees.
3. Provide _____ additional local, regional, and statewide Labor Market Information leading to informed decisions and hiring practices.
4. Work with _____ to identify a provider to develop appropriate training for employees as indicated by the Job Task Analysis process; and to identify potential funding resources to assist in training costs.

Under this Agreement, _____ agrees to:

1. Provide managers, human resource personnel, supervisors, and employees to complete the assessment process and to put into place needed policies and/or actions to accomplish employee selection, evaluation, training, and promotion as deemed appropriate.
2. Allow Job Service North Dakota staff to 'exit interview' individuals leaving employment in the profiled position. This includes changing positions within the company as well as leaving the company.
3. Provide statistical information regarding the profiled position. This will include, but not limited to, wage (current and projected), number of employees in the position (current and projected), perceived cost of training an individual from start date to 6 month anniversary, number of turnovers within the position during the proceeding year (include reason for turnover, if available), and projected cost of profile (wages x hours of involvement).
4. Coordinate through certified Job Service North Dakota staff for any additional AES International or American College Testing services not cover by this agreement.

Amendment or Cancellation of Agreement

This Memorandum of Understanding may be amended at any time, in writing, and by mutual consent of _____ and Job Service North Dakota. Either entity may cancel its participation in the Agreement upon thirty (30) days written notice to the other party.

Desired Outcome for _____

((This would be a mutually agreed upon situation type statement of current conditions and what the Job Task Analysis process is expected to produce.))

Approved

By: _____ By: _____

Name: _____

Title: Workforce Consultant, JSND

Name: _____

Title: _____

Date: _____ Date: _____
