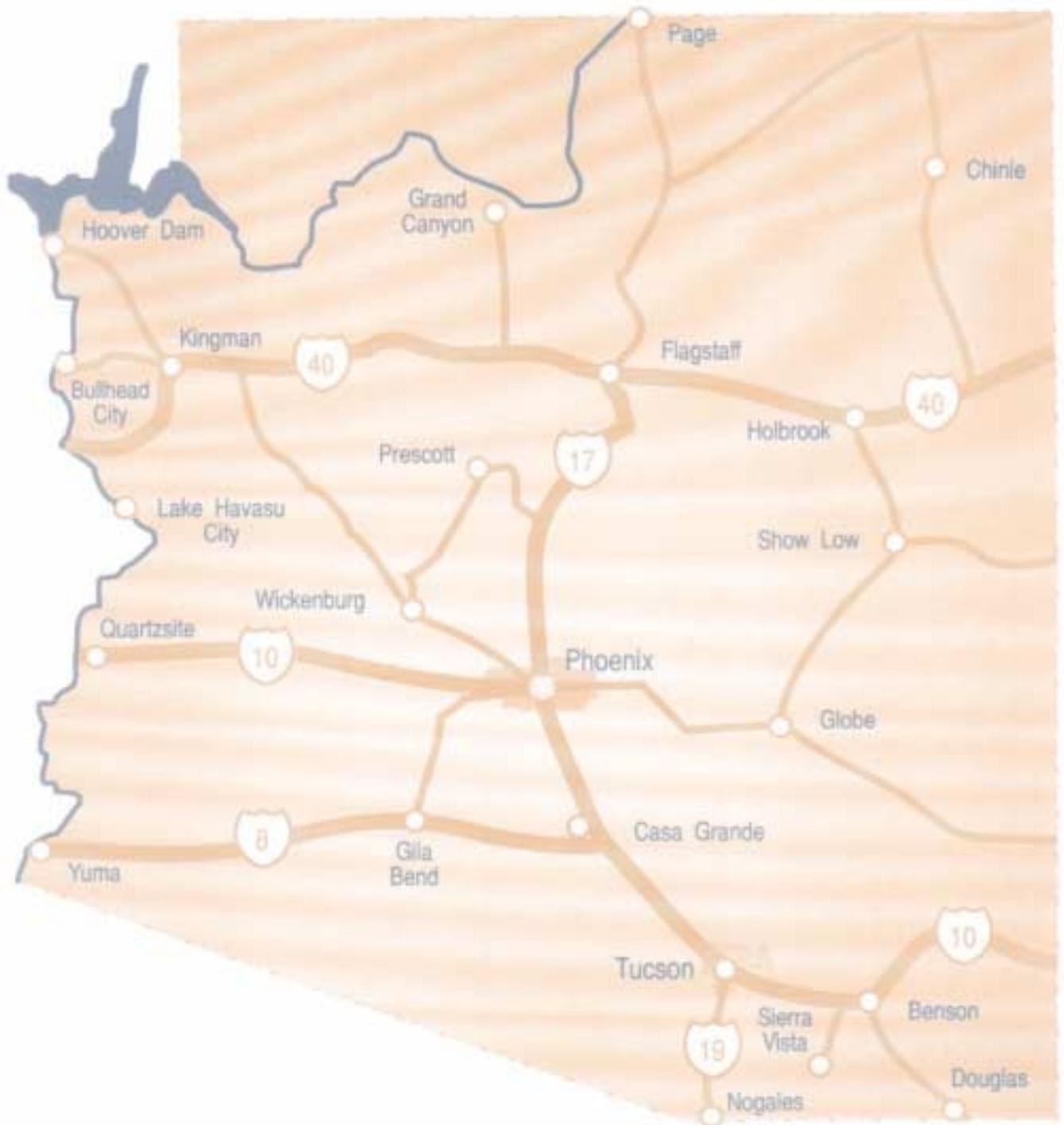


DIRECTORY



ARIZONA DEPARTMENT OF ECONOMIC SECURITY



ARIZONA

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The *Arizona Labor Market Information Directory* (PAL-158) is one of four publications produced by the Arizona Department of Economic Security (DES), Research Administration, designed to assist resident and out-of-state job seekers. Companion publications include two *Major Employer Guides*, which cover the Phoenix metropolitan area (RS-607), and the cities of Tucson, Flagstaff, and Yuma (RS-608); and the *Arizona Job Seekers Guide* (PAL-603).

One copy of each publication is available at no cost. Call, write, or e-mail:

Arizona Department of Economic Security,
 Research Administration
 P.O. Box 6123
 Phoenix, AZ 85005-6123
 Phone: (602) 542-3871; (800)-321-0381 if elsewhere
 in Arizona; or 1-800-827-4966 if outside the state
 E-mail: vvgbfin@de.state.az.us

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The *2001 Arizona Labor Market Information Directory* lists and describes in-state and national resources related to the labor market, as well as provides addresses, phone numbers, and Internet sites of organizations that provide labor market information (LMI).

The directory should be particularly helpful to job seekers, administrators, students, and similar professionals who need access to the variety of information available. However, this publication may also be valuable to researchers, economists, or other individuals interested in labor force trends.

The section titled “Subject Guide,” on pages 3 and 4, organizes LMI resources by subject and refer the reader to descriptions and sources. Publications designated with an asterisk (*) are available from DES, Research Administration (RA), and can be requested by using the order form on page 21, or by calling or e-mailing RA (see bottom of page *i*).

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ACCRA Cost-of-Living Index

Produced by the American Chamber of Commerce Research Association (ACCRA), this quarterly publication compares the cost of living in Phoenix, Tucson, Yuma, and Flagstaff with other cities across the country. This resource is available in many public libraries. Price: \$130/year or \$65 for single quarterly issue.

ACCRA, P.O. Box 407, Arlington, VA 22210. Phone: (703) 522-4980; Fax (703) 522-4985. Internet: www.coli.org

Affirmative Action Planning Information

Annual listing of current population and labor force characteristics by sex and race. Detailed occupational employment characteristics by race and sex for 1990 Census. Three publications: metropolitan counties (Maricopa, Pinal, Coconino, Yuma, and Pima); northern nonmetropolitan counties; and southern nonmetropolitan counties. Tables 2 and 3 of this report are updated annually. Price: \$20 plus postage.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Applying for Government Jobs

A step-by-step guide for finding employment in federal, state, and local governments. Included are job hotlines and instructions for using online job-search and application systems. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Arizona: A Spirit of Success

Four-page summary of information related to Arizona's population, employment, cost of living, demographics, banking facilities, shopping, government, health care, utilities, and taxes. Free.

Arizona Department of Commerce, Communications/Publications, 3800 N. Central Ave., Suite 1400, Phoenix, AZ 85012. Phone: (602) 280-1321. Internet: www.azcommerce.com

AZB/Arizona Business

Monthly publication offering broad-based economic information, including regular articles on gross state product, consumer price index, building permits, economic indicators, population, migration, and winter residents. Price: \$18/year for Arizona subscriptions; \$24/year for out-of-state subscriptions.

Center for Business Research, College of Business, Arizona State University, Tempe, AZ 85287-4011. Phone: (480) 965-3961. Internet: www.cob.asu.edu/seid/cbr

Arizona College & Career Guide

This annual publication provides a comprehensive list of Arizona universities, colleges, and other post-secondary schools, along with accreditation, tuition, and program information. In addition, a curricula matrix is provided for the state's community colleges. Price: \$5.

Arizona Commission for Postsecondary Education, 2020 N. Central Ave., Suite 275, Phoenix, AZ 85004-4503. Phone: (602) 229-2591. Internet: www.acpe.asu.edu

Arizona Community Profiles

Two-page summaries of socioeconomic, demographic, and services information for more than 140 Arizona communities and Indian reservations. No cost for copies of individual profiles; or the entire publication can be downloaded for free through the Internet. Updated annually.

Arizona Department of Commerce, Communications/Publications, 3800 N. Central Ave., Suite 1400, Phoenix, AZ 85012. Phone: (602) 280-1321. Internet: www.azcommerce.com

Arizona Economic Indicators

A semi-annual publication that presents nearly 50 pages of annualized historical data commonly used as measures of economic activity. Data provided relate to travel, tourism, population, labor force, construction awards, and employment by industry. Data are provided for Arizona and each county. Price: \$19/year.

The University of Arizona, Economic and Business Research, McClelland Hall, Room 204, P.O. Box 210108, Tucson, AZ 85721-0108. Phone: (520) 621-2155. Internet: <http://ebr.bpa.arizona.edu/Publications/Publications.htm>

Arizona Economic Trends

A quarterly newsletter that provides information about employment, unemployment, earnings, and labor-market trends in Arizona. Each issue also includes articles that examine business and economic developments and other related subjects. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Arizona Employer Wage Survey

Annual estimates of wages in more than 500 occupations as determined by the Occupational Employment Statistics survey. Estimates are provided for Arizona; the Phoenix-Mesa, Tucson, Flagstaff and Yuma metropolitan areas; and each county. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Arizona Futures (formerly Arizona Occupational Information System) (OIS)

Arizona Futures is a Windows-based career information delivery system (CIDS) that provides a wide range of information related to careers. This software package, produced on CD-ROM, is used primarily for vocational assessment and career exploration. For each occupation, users can determine the employment outlook, pay range, and training requirements. Also included in the package are lists of schools, colleges, and training facilities. Arizona Futures is furnished at no cost to schools, counselors, and community organizations. It is now available at more than 550 sites, including high schools, vocational rehabilitation offices, community colleges, libraries, Arizona Job Service offices and "one-stop" centers. To obtain a list of these sites or product information, contact the web address or phone number below.

Susan Mellegard, Arizona Career Resource Network, Department of Education. Phone 602-364-1525. E-mail: smelleg@ade.az.gov

Arizona High-Tech Directory

Annual listing of more than 1,000 high-tech manufacturing, software, service and sales companies, including key executives, sales figures, number of employees, products and services. Also has zip code cross-reference and maps. Price: \$80.

Phoenix Chamber of Commerce, 201 N. Central Ave., 27th Floor, Phoenix, AZ 85073. Phone: (602) 254-5521. Internet: www.phoenixchamber.com

Arizona Industrial Directory

Listing of more than 8,000 manufacturers, distributors, and wholesalers that includes addresses, telephone and fax numbers, names of principals, number of employees, industry codes, and market areas. Price: \$123.

Phoenix Chamber of Commerce, 201 N. Central Ave., 27th Floor, Phoenix, AZ 85073. Phone: (602) 254-5521. Internet: www.phoenixchamber.com

Arizona Job Seekers Guide

This publication includes a brief overview of Arizona communities, as well as information on housing, cost of living, population, wages, and climate. In addition, the guide includes lists of Chambers of Commerce and other sources of information. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Arizona Occupational Employment Forecasts

Employment forecasts for more than 600 occupations as well as an examination of the primary forces that determine employment and demand in occupations and industries. Includes tabular data for Arizona; the Phoenix, Tucson, Yuma, and Flagstaff metropolitan areas; and the "Balance of State." Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Arizona Occupational Wage and Employment Estimates

Occupational employment and wages by industry for Arizona and its counties. Available by specific request. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Arizona Population Estimates and Projections

Current and historical population estimates for the state, counties, and incorporated places. Data include distribution by gender and age. Also available are state, county and subcounty projections through 2050. Projections for state and counties include distribution by gender, age, and components of the projected change (i.e., migration, births, and deaths). State and county data available in February; subcounty projections available in May. Free.

Arizona Department of Economic Security, Research Administration, Population Statistics Unit, Site 045Z, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-5984. Internet: www.de.state.az.us/links/economic/webpage/

Arizona Statistical Abstract

A 600-page book of statistics pertaining to Arizona and its political subdivisions. Twenty-four chapters of tables, maps, and charts include data on such topics as geography, climate, environment, population, vital statistics, Indian tribes, and housing. Price: \$27.95.

The University of Arizona, Economic and Business Research, McClelland Hall, Room 204, P.O. Box 210108, Tucson, AZ 85721-0108. Phone: (520) 621-2155. Internet: <http://ebr.bpa.arizona.edu/Publications/Publications.htm>

Arizona Tax Digest

Key information on Arizona's state and local tax systems. Explains the rate, measure, and procedure of 23 taxes, including income, sales and property taxes, workers' compensation, and unemployment. Price: \$2.50.

Arizona Tax Research Association, 1814 W. Washington, Phoenix, AZ 85007. Phone: (602) 253-9121. Internet: www.arizonatax.org

Arizona's Economy

A quarterly newsletter that provides information about employment, unemployment, earnings, and economic trends in Arizona. Also included are economic indicators for seven geographic areas in the state, as well as periodic forecasts for Arizona, Phoenix, and Tucson. Free.

The University of Arizona, Economic and Business Research, McClelland Hall, Room 204, P.O. Box 210108, Tucson, AZ 85721-0108. Phone: (520) 621-2155. Internet: <http://ebr.bpa.arizona.edu/Publications/Publications.htm>

Arizona's Workforce

A monthly press release that provides employment and unemployment data and summarizes recent trends and developments in Arizona and each of the state's fifteen counties. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

BEA Projections to 2045

Projections of population and earnings, employment, and gross state product by industry to 2045 for regions, states, and metropolitan statistical areas. Includes compressed data files, along with a user-oriented computer program for extraction of user-specified data. Price: \$18 for each computer diskette covering specific region, state, or metro area. Free by Internet download.

U.S. Government Bookstore, Norwest Banks Building, 201 W. 8th St., Pueblo, CO 81003, Phone: (719) 544-3142.
Internet (for purchase): bookstore.gpo.gov/; Internet (for download): www.bea.doc.gov/bea/uguide.htm#_1_25

Census Data

Available is a wide range of data on population and housing, often broken down by social and economic characteristics. Provided as printed reports or on computer diskette, many of the nearly 150 products are available for free or at minimal cost.

Arizona Department of Economic Security, Research Administration, Population Statistics Unit, Site 045Z, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-5984. Order form and price list available on request. Internet: www.de.state.az.us/links/economic/webpage/

Compensation Survey: Phoenix-Mesa, Arizona

Tabular presentation of weekly wages paid in nearly 50 occupations in 70 major metropolitan areas including Phoenix. Many of the occupations are subcategorized by level of experience and according to public- and/or private-sector affiliation. Price: \$6.50.

U.S. Government Bookstore, Norwest Banks Building, 201 W. 8th St., Pueblo, CO 81003. Phone: (719) 544-3142.
Internet: www.gpo.gov/su_docs

Economic Outlook

Annual forecasts for Arizona, and the Phoenix and Tucson metropolitan areas. Included are forecasts of industry employment, earnings, personal income, population, sales, residential permits, and other economic indicators. Price: \$2.

The University of Arizona, Economic and Business Research, McClelland Hall, Room 204, P.O. Box 210108, Tucson, AZ 85721-0108. Phone: (520) 621-2155. Internet: <http://ebr.bpa.arizona.edu/Publications/Publications.htm>

Employment and Wages

Tabular presentation of employment, number of firms, and weekly wages paid in nearly 1,000 industries. Data are presented by state and include average weekly wages paid per employee in each industry. Price: \$48.

U.S. Government Bookstore, Norwest Banks Building, 201 W. 8th St., Pueblo, CO 81003. Phone: (719) 544-3142.
Internet: www.gpo.gov/su_docs

Employment, Firms, and Wages, by Industry, in Arizona's Counties

Based on unemployment insurance records (ES-202 data), these tables indicate the number of firms that are active in nine major industry categories in each of Arizona's 15 counties. The tables also indicate the employment in these industries, as well as the total and average quarterly wages paid. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Guide to State Licensing Requirements (Publication 609)

A comprehensive list, published periodically, of Arizona certifying agencies and the activities they regulate. Also included is information related to training, education, licensing, bonding, and other requirements for occupations, businesses, and activities. Free.

Arizona Department of Revenue, 1600 W. Monroe, Phoenix, AZ 85007-2650. Phone: (602) 255-2060. Toll Free number in Arizona 1-800-843-7196. Internet: www.revenue.state.az.us

A Guide to Taxes for New Business (Publication 611)

A brochure designed to help Arizona businesses comply with the state's basic tax and licensing requirements. Free.

Arizona Department of Revenue, 1600 W. Monroe, Phoenix, AZ 85007-2650. Phone: (602) 255-2060. Toll Free number in Arizona 1-800-843-7196. Internet: www.revenue.state.az.us

Helpful Hints for Job Seekers

A booklet that provides tips on how to conduct an organized job search. Included are hints for self-appraisal and samples of application letters and resumes. This booklet, as well as other job-search resources and assistance, including counseling, are available at the many Job Service offices located throughout Arizona. Refer to "State Government" in the blue pages of an Arizona telephone directory. Job Service publications and services are available at no charge.

Industry Update

A biweekly compilation of public announcements and articles from newspapers and periodicals about business events significant to Arizona labor markets. Free. Mailed out with Arizona's Workforce.

Arizona Department of Economic Security, Research Administration, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Joint Governmental Salary and Benefits Survey, 2001

Annual publication that presents reported wage data for more than 130 occupations. Also provided is a comprehensive list of benefits and the extent to which they are offered by small, medium, and large employers. Although the word "governmental" is part of the title, the survey is not restricted to government jobs. Price: \$150 (not \$1.50).

Arizona Department of Administration, Human Resources Division, Compensation Section, 1831 W. Jefferson, Phoenix, AZ 85007. Phone: (602) 542-5250. Internet: <http://www.hr.state.az.us/classcomp/>

Labor Laws

A booklet designed to answer, in simple language, some of the questions asked most often about working conditions and the payment of wages. Free.

Industrial Commission, State Labor Department, P.O. Box 19070, Phoenix, AZ 85005-9070. Phone: (602) 542-4515. Internet: www.ica.state.az.us

Labor Turnover: A Significant Reality

Incorporating Unemployment Insurance (UI) Base Period Wage data, this publication examines separation and hiring rates within earnings ranges, industries, and by work-history characteristics. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Major Employers Guide

A listing of large employers and the phone numbers of their hiring offices. Includes addresses coded to an accompanying map to assist job seekers unfamiliar with Arizona's major cities. One publication is available for the Phoenix metropolitan area, and another covers Tucson, Yuma, and Flagstaff. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Map of Metropolitan Phoenix

Phoenix Chamber of Commerce, 201 N. Central Ave., 27th Floor, Phoenix, AZ 85073. Phone: (602) 254-5521. Price is \$3. Internet: www.phoenixchamber.com

Map of Metropolitan Tucson

Tucson Metropolitan Chamber of Commerce, 465 W. St. Mary's Road, Tucson, AZ 85701. Phone: (520) 792-1212. Price is \$3.50. Internet: www.tucsonchamber.org

Occupational Outlook Handbook

Updated every two years, this acclaimed publication contains information on more than 240 occupations. It describes what workers do in each job, the training and education required, earnings, and expected job prospects. The handbook is available in most public libraries.

U.S. Government Bookstore, Norwest Bank Building, 201 W. 8th St., Pueblo, CO 81003, Phone: (719) 544-3142. Price: Soft cover publication costs \$49; CD-ROM, \$32 for 1998-1999 issue only. Internet: www.gpo.gov/su_docs

Regional Economic Profile (Income and Wages, Table CA30)

Compiled by the U.S. Department of Commerce, Bureau of Economic Analysis (BEA), Regional Economic Information System, this table provides a profile of total personal income, both farm and nonfarm. Also included is the source of personal income (i.e., income maintenance, transfer payments, retirement, unemployment insurance, and dividends, interest, and rents) expressed in total and per-capita terms. Total earnings by place of work and per job are also profiled. Free. This report has now been incorporated as part of the appendix of the Workforce Development Planning Information report (see below).

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Relocation Guide — Metropolitan Phoenix

Annual color magazine for newcomers that includes community profiles and articles on housing, education, arts, health care, recreation, economic development, and relocation. Price: \$10.

Phoenix Chamber of Commerce, 201 N. Central Ave., 27th Floor, Phoenix, AZ 85073. Phone: (602) 254-5521. Internet: www.phoenixchamber.com

Resumes, Application Forms, Cover Letters, and Interviews

This 14-page illustrated booklet briefly describes how to create effective resumes and application forms and how to succeed at taking tests and interviewing. Price: \$2.

U.S. Government Bookstore, Norwest Banks Building, 201 W. 8th St., Pueblo, CO 81003. Phone: (719) 544-3142. Internet: www.gpo.gov/su_docs

The Small Business Book 2000-2001

Outlines steps in starting a business and provides information on planning, developing, and maintaining a business. Free.

Arizona Department of Commerce, Business Assistance Center, 3800 N. Central Ave., 16th floor, Phoenix, AZ 85012. Phone: (602) 280-1480. Internet: www.azcommerce.com

Small Business Package

An assortment of materials pertaining to owning a small or medium-sized business. Included are: a series of pamphlets on Arizona business taxes (transaction privilege, use, and withholding); a pamphlet called "Small Business Tax Workshop," which gives an overview of the Arizona tax structure; a brochure "On the Money," which lists dates and sites of seminars and workshops that explain how to calculate Arizona business taxes; and a Joint Tax Application, and other information regarding applying for business licenses. Free.

Arizona Department of Revenue, Community Outreach Education, 1600 W. Monroe, Phoenix, AZ 85007-2650. Phone: (602) 542-3062; Toll Free number in Arizona (877) 863-0655. Internet: www.revenue.state.az.us

Smart Start Your Arizona Business

A step-by-step guide for planning, starting, and operating a business. Clear explanations of laws, taxes, and requirements, plus checklists and sample forms are provided in this 300-page publication. Price: \$30.

Phoenix Chamber of Commerce, 201 N. Central Ave., 27th Floor, Phoenix, AZ 85073. Phone: (602) 254-5521. Internet: www.phoenixchamber.com

Tax Handbook

Published every five years with annual supplements, this publication is a summary of all Arizona taxes and includes information related to tax rates, the tax base, and distribution. Includes a brief background on the creation of each tax.

Joint Legislative Budget Committee, State of Arizona, 1716 W. Adams, Phoenix, AZ 85007. Phone: (602) 542-5491. Free. Internet: www.azleg.state.az.us/jlbc.htm

Tips for Finding the Right Job

This 28-page illustrated publication includes tips on evaluating your interests and skills, finding job information, writing resumes and application letters, preparing job interviews, planning your time, and taking tests. Price: \$2.50.

U.S. Government Bookstore, Norwest Banks Building, 201 W. 8th St., Pueblo, CO 81003. Phone: (719) 544-3142. Internet: www.gpo.gov/su_docs

The Top 25 Lists

Annual compilation by The Business Journal of lists published during the past year. Includes contacts, addresses, and phone and fax numbers of top 25 companies by size or sales in more than 125 categories.

The Business Journal, 3030 N. Central Ave., Phoenix, AZ 85012. Phone: (602) 230-8400. Price is \$40 plus \$6 for mailing. Internet: <http://phoenix.bcentral.com/phoenix/>

Tucson at a Glance

Extensive compilation of Tucson data that includes a listing of major employers, as well as statistics related to population, employment, personal income, cost of living, education, quality of life, real estate, utilities, transportation, and taxes.

Tucson Metropolitan Chamber of Commerce, 465 W. St. Mary's Road, Tucson, AZ 85701. Phone: (520) 792-1212. Price is \$17.50. Internet: www.tucsonchamber.org

Wage Payment Laws

This reprint of website information presents the applicable statutes that affect the payment of wages to employees. Also presented are the statutes related to the designation of payday, withholding of wages, and recovery of wages by employees. Free.

Industrial Commission of Arizona, State Labor Department, P.O. Box 19070, Phoenix, AZ 85005-9070. Phone: (602) 542-4515. Internet: www.ica.state.az.us

Workforce Development Planning Information

Annual report that provides data for economic analysis as well as making job-training plans required by the Workforce Investment Act. Included are data related to population, labor force, poverty, public assistance, wages, educational achievement, English-speaking ability, and growing and declining industries and occupations. Free.

Arizona Department of Economic Security, Research Administration, Labor Market Information, Site 733A, P.O. Box 6123, Phoenix, AZ 85005-6123. Phone: (602) 542-3871 if calling in the Phoenix metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Internet: www.de.state.az.us/links/economic/webpage/

Arizona Department of Commerce
 Communications/Publications
 3800 N. Central Ave., Suite 1400
 Phoenix, AZ 85012
 Phone: (602) 280-1321
 Internet: www.azcommerce.com

The Department provides a wide range of resources for job seekers, business relocaters, entrepreneurs, and community planners and researchers. A notable resource, already described in the previous section, is the Arizona Community Profiles. Many other resources are available by calling or writing the following divisions:

- Business Assistance Center (602-280-1480/1-800-542-5684)
- Business Development (602-280-1331)
- Communication/Publications (602-280-1321)
- Community Assistance (602-280-1350)
- Energy Office (602-280-1402)
- Finance (602-280-1341)
- Governor's Strategic Partnership for Economic Development (602-280-1343)
- Housing/Infrastructure Development (602-280-1365)
- International Trade (602-280-1371)
- Motion Pictures (602-280-1380)
- Workforce Development Policy (602-280-8133)

Arizona Department of Economic Security
 Research Administration, Site 733A
 P.O. Box 6123
 Phoenix, AZ 85005-6123
 Phone: (602) 542-3871 in the Phoenix metropolitan area;
 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966
 if outside the state.
 Internet: www.de.state.az.us/links/economic/webpage/

The publications of Research Administration are those preceded by an asterisk in the "Subject Guide" section on pages 3 and 4. Population estimates and census data are available from the Population Statistics Unit of Research Administration.
 Phone: (602) 542-5984.

Arizona's Job Service offices are not part of Research Administration, but are part of the Department of Economic Security. These offices offer job-search assistance including counseling. See the State Government listing in the blue pages of an Arizona telephone directory.

Arizona Department of Education
 1535 W. Jefferson St.
 Phoenix, AZ 85007
 Phone (602) 542-5393
 Internet: www.ade.state.az.us

Career resource information is also available through the department. Among items available are: *Careers for the 21st Century*, a series of 48 tapes which details more than 120 careers using interviews and footage from actual work sites. Cost is \$350 plus tax; Employability Skills videos, a series of eight tapes covering the job-search process. Cost is \$200 plus tax; and a newly released *Arizona Futures* CD-ROM, which provides a wide range of information related to careers (see "List of Publications").

Arizona State University
 College of Business
 Box 874011
 Tempe, AZ 85287-4011
 Internet: www.cob.asu.edu/research/economic_data.cfm

Center for Business Research
 Phone: (480) 965-3961
 Internet: www.cob.asu.edu/seid/

AZB/Arizona Business is the center's monthly publication featuring articles and statistics covering a wide range of topics.

Arizona Construction Reports, published monthly and quarterly in cooperation with the Arizona Real Estate Center, are tabular reports which provide detailed building-permit and housing-start statistics.

Bank One Economic Outlook Center
 Phone: (480) 965-5543
 Internet: www.cob.asu.edu/seid/eoc

Included in the Bank One Economic Outlook Center's four *Blue Chip* publications are economic forecasts by 27 economists representing banks, universities, companies, and state agencies; forecasts for 10 western states; and a ranking of states according to employment change. The Center also publishes the *Mexico Consensus Economic Forecast*.

Arizona State University
College of Business (Cont.)

The Arizona Real Estate Center
Phone: (480) 965-5440
Internet: www.cob.asu.edu/seid/arec/

The Arizona Real Estate Center provides information about housing, real estate, inventory, absorption, construction activity, and planned projects.

The Business Journal
3030 N. Central Ave., Suite 1500
Phoenix, AZ 85012
Phone: (602) 230-8400
Internet: <http://phoenix.bcentral.com/phoenix/>

The Business Journal is a weekly newspaper that covers business and other economic news that affects Arizona and, in particular, the Phoenix metropolitan area.

Greater Phoenix Economic Council
Two N. Central Ave., Suite 2500
Phoenix, AZ 85004-4469
Phone: (602) 256-7700
Internet: www.gpec.org

The Council provides the *Greater Phoenix Fact Book*, which is a compendium of information and statistics for Arizona and, in particular, metropolitan Phoenix; and *Community Profiles*, which give an overview of the geographic, demographic, and economic background of Phoenix-area cities. Both are available on the Internet.

Greater Tucson Economic Council
33. N. Stone
Suite 800
Tucson AZ 85701
Phone: (520) 882-6079
Internet: www.futurewest.com

The Pima County Economic Indicators includes such statistics as population, income, cost of living, and employment trends for the Tucson metropolitan area. Also available from the Council: Tucson: A Sound Business Decision in 2001.

The Industrial Commission of Arizona
State Labor Department
P.O. Box 19070
Phoenix, Az 85005-9070
Phone: (602) 542-4515
Internet: www.ica.state.az.us

The Commission provides a variety of publications covering legal issues related to payment of wages, employment of youth, and the licensing of employment agencies.

Inside Tucson Business
Territorial Newspapers
3280 E. Hemisphere Loop, #174
Tucson, AZ 85726
Phone: (520) 294-1200
Internet: www.azbiz.com

Inside Tucson Business is a weekly newspaper that covers business and other economic news that affects Arizona and, in particular, the Tucson metropolitan area.

Phoenix Chamber of Commerce
201 N. Central Ave. 27th Floor
Phoenix, AZ 85073
Phone: (602) 254-5521
Internet: www.phoenixchamber.com

The Chamber provides a wide range of resources for job seekers, business relocators, entrepreneurs, and researchers. Notable resources already described in the previous section are the *Arizona High Tech Directory*, and the *Arizona Industrial Directory*. Also available are a publications list and nearly a dozen other publications related to the Phoenix economy.

Phoenix Newspapers Inc.
200 E. Van Buren St.
Phoenix, Az 85004
Internet: www.azcentral.com
For newspaper subscriptions: (602) 444-1000

Publisher of the major daily newspaper in Phoenix, *The Arizona Republic*, as well as a weekly business publication, *The Arizona Business Gazette*.

Phoenix Public Library
1221 N. Central Ave.
Phoenix, Az 85004
Phone: (602) 262-4636
Internet: <http://phoenixlibrary.org>

Included in the library's extensive range of labor market information is: *Help Wanted USA* — a microfiche of the Sunday help-wanted ads from 64 cities across the U.S.; the *National Business Employment Weekly*, which lists job ads from the four daily regional editions of the *Wall Street Journal*; and the *National Ad Search*, which is a weekly newsletter that contains copies of large help-wanted ads from

Phoenix Public Library (Cont.)

several major U.S. daily newspapers. Most major public libraries will have these or comparable resources and provide Internet access.

Tucson Office of Economic Development
P.O. Box 27210
Tucson, AZ 85276-7210
Phone: (520) 791-5093
Internet: www.ci.tucson.az.us/oed

Publications offered include the *Guide to Operating a Business in the City of Tucson*, *Tucson and Pima County Manufacturing Resource Directory*, *City of Tucson's Maquila Supplier Development Program*, and *Tucson and Pima County High-Tech Industry Consultant Directory*.

Tucson Metropolitan Chamber of Commerce
465 W. St. Mary's Road
Tucson, AZ 85701
Phone: (520) 792-1212
Internet: www.tucsonchamber.org

The Chamber provides a wide range of resources for job seekers, business relocaters, entrepreneurs, and researchers. Available resources include the *Book of Lists* for Tucson, a Business Start-Up Kit, the *Az High Tech Directory*, the *Tucson and Pima County Industry Resource Directory*, *Tucson at a Glance*, and a detailed street map.

Tucson Newspapers Inc.
P.O. Box 26887
Tucson, Az 85726-6887
For newspaper subscriptions:
Phone: (520) 573-4511 or (800) 695-4492
Internet: www.tucson-newspapers.com

Publishers of the two major daily newspapers in Tucson, *The Arizona Daily Star* and *The Tucson Citizen*.

The University of Arizona
Economic and Business Research
McClelland Hall, Room 204
P.O. Box 210108
Tucson, AZ 85721-0108
Phone: (520) 621-2155
Internet: <http://ebr.bpa.arizona.edu/Publications/Publications.htm>

Arizona's Economy provides analysis of current business conditions and forecasts of economic activity in Arizona and the Phoenix and Tucson metropolitan areas. *Arizona Economic Indicators* provides historical data for some 530 measures of economic activity. *Economic Outlook* includes forecasts of industry employment, earnings, population, and other economic indicators. The *1993 Arizona Statistical Abstract* is a 600-page statistical reference for the state and its political subdivisions.

U.S. Department of Commerce
Phoenix District Office
2901 N. Central Ave., Suite 970
Phoenix, Az 85012
Phone: (602) 640-2513
Internet: www.usatrade.gov

The Department of Commerce assists established companies conducting international business and provides access to the National Trade Data Bank — a one-stop research and information service that accesses most of the department's references.

U.S. Government Bookstore
Norwest Banks Building
201 W. 8th St.
Pueblo, CO 81003
Phone: (719) 544-3142
Internet: www.gpo.gov/su_docs/

Viewed from a national perspective, the labor market is examined in numerous federal publications that may be found in local libraries or purchased from the U.S. Government Bookstore. A catalog is available, as are these recommended publications:

the *Geographic Profile of Employment and Unemployment* is an annual compilation of regional and state estimates of demographic characteristics (age, sex, race, and Hispanic origin) and economic characteristics of the labor force. Included are measurements such as hours worked, duration of unemployment, and employment by occupation and industry. In this publication, tabular data are presented with no analysis;

the *Monthly Labor Review* presents articles and data related to the labor force, employment and unemployment, compensation and collective bargaining, prices, and productivity;

the *Occupational Outlook Handbook* contains information on more than 200 occupations. It describes what workers do on each job, the training and education required, earnings, and expected job prospects. (Also available on CD-ROM);

U.S. Government Bookstore (Cont.)

the *Occupational Outlook Quarterly* is designed to help young people, planners, and counselors stay abreast of current occupational employment developments. Written in nontechnical language and illustrated in color, the quarterly publication contains articles on new occupations, training opportunities, and the results of new studies from the Bureau of Labor Statistics;

and the *Statistical Abstract of the United States* contains more than 1,000 pages of information on U.S. and world social, economic, and political trends — from immigration to health expenditures to productivity.

LOCAL INTERNET SITES	ADDRESS
Arizona Department of Economic Security	www.de.state.az.us
Includes economic, demographic, and job-training information in addition to descriptions of the many programs and services offered by the Department.	
Arizona Department of Education	www.ade.state.az.us
Provides information on nearly all of the state's 1,100 public and charter schools, including academic standards, standardized test scores, instructional programs, available openings, certification requirements, and areas where shortages exist.	
Arizona Licensing Requirements	www.revenue.state.az.us/609/licensingguide.htm
Road map to state agencies that require licensing, certification, or permits for business activities conducted in Arizona. Agencies are listed in alphabetical order, along with the business subjects or activities that are licensed.	
Arizona One-Stop Career Centers	www.de.state.az.us/oscc/location.htm
Provides a complete list of One-Stop Career Centers in Arizona, along with descriptions of services offered to employers and job seekers. Consisting of three types (full-service, satellite, and electronic), One-Stop Career Centers offer a single access point to a wide array of employment and training programs and services. Also available at One-Stop Career Centers is information on state and federal economic-development programs (e.g., enterprise zones).	
Center for Business Research	www.cob.asu.edu/seid/cbr/
An extension of the Arizona State University, College of Business, the Center for Business Research produces a variety of economic measures for Arizona, including the Arizona Leading Indicators Index, Phoenix home sales, housing affordability, forecasts for Mexico, construction activity, and others. Links direct users to a number of out-of-state resources.	
Evaluate Yourself	www.hsd.maricopa.gov/mwc/assessment_tools.htm
Site provides links to a variety of career-assessment tests which evaluate areas such as interests and skills, personality, attitudes, and intelligence. Some of these are for fun and others might assist you on your employment quest.	
Phoenix at Your Fingertips	www.ci.phoenix.az.us
Provides information about doing business with the city and presents tax and license information. Also provided is a list of departments and phone numbers, an explanation of city services, and a calendar of special events.	
State and Local Government on the Net	www.piperinfo.com/state
Comprehensive list of state and local Web sites in Arizona, including city, legislative and judicial sites, boards and commissions, and libraries. Links to similar sites in other states and U.S. territories.	
University of Arizona, College of Business	http://ebr.bpa.arizona.edu/
Statewide and metro-area economic and population estimates and projections published in various research publications, with a focus on metro Tucson activities.	

NATIONAL INTERNET SITES	ADDRESS
America's Career Infonet	www.acinet.org/acinet/
One part of a suite of three Department of Labor-sponsored Web sites that make up America's Career Kit. Other parts of the suite, which is geared to the job seeker, employer, and the training and education community, include America's Job Bank (AJB) and America's Learning eXchange (ALX). America's Career Infonet provides access to the ALMIS (America's Labor Market Information System) database, which offers a variety of occupational, demographic, and labor market information at local, state, and national levels. Site also includes an extensive collection of links to other Internet resources through its Career Resource Library.	

NATIONAL INTERNET SITES (Cont.)	ADDRESS
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America's Job Bank	www.ajb.dni.us
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Operated by the U.S. Department of Labor, America's Job Bank is a computerized network that links 1,800 state Employment Service local offices. Scanning according to occupation, state, or a keyword, job seekers can search more than 350,000 job listings. Employers are able to post job openings online at no cost.

America's Labor Market Information System (ALMIS)	ecuvax.cis.ecu.edu/~lmi/lmi.html
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Maintained by the state of South Carolina and East Carolina University, this site provides state and national labor market information and data and allows communication among users.

America's Learning eXchange	www.alx.org
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One of three Web sites (America's Career Infonet and America's Job Bank are other two) that currently make up America's Career Kit (see above). According to the site's description, it "connects users to career development, training and education, and employment resources important to remain competitive in today's workforce." This site offers information on everything from traditional classroom-based training to leading-edge distance learning and Web-based instruction to multimedia instructional materials such as CD-ROM's and videos. ALX also offers four specialized databases including "Tools of the Trade," which provides a list of training providers and resources.

Bureau of Economic Analysis	www.bea.doc.gov
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A division of the U.S. Department of Commerce, the Bureau of Economic Analysis (BEA) is a major producer and compiler of economic, business-cycle, and other labor market data. In addition, BEA offers a fee-based system (STAT-USA) that provides data developed at 50 federal agencies and accesses more than 300,000 reports and statistical series.

Bureau of Labor Statistics	stats.bls.gov
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Access a cornucopia of current and historical data, news releases, research reports, and publications covering the nation's, states', and metro areas' labor markets. Among areas covered are employment and unemployment, occupational employment and wages, consumer prices and living conditions, and productivity and technology.

EconData.Net	www.econdata.net
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Sponsored by the Economic Development Association, this Web site has more than 400 links to socioeconomic data sources, arranged by subject and provider. Operated by two independent economic development consulting firms, Impresa Inc. and Andrew Reamer & Associates, the site was designed to help researchers, practitioners, students, and other data users.

LMI net	www.lmi-net.org/
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Official site of America's Labor Market Information System (ALMIS), which is the information delivery infrastructure of the One-Stop Career Center System. ALMIS is developing, primarily through the efforts of a consortia of states, an interactive infrastructure of national application systems, (e.g., America's Job Bank (AJB), America's Talent Bank (ATB), America's Learning eXchange (ALX), and America's Career InfoNet (ACINet)). This site links to a variety of projects undertaken by states under the ALMIS umbrella: LMI Training Institute, Short-term Forecast, Employer Database, Long-term Projections, One-Stop Consumer Report System (CRS), Media Library, ALMIS Database, Federal/State OES Workgroup, and America's Learning eXchange.

Labor Market Information Around the Country	www.state.nd.us/jsnd/related3.htm
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Easy-to-use map of the United States with individual links to state labor market information (including Washington D.C.).

Occupational Employment Statistics	stats.bls.gov/oeshome.htm
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National and state occupational employment and wage data developed from surveys by the U.S. Department of Labor, Bureau of Labor Statistics, Occupational Employment Statistics program.

The Occupational Information Center**www.onecenter.org/**

Home of the Occupational Information Network, a comprehensive database of worker attributes and job characteristics. O*NET, which has a flexible design to capture rapidly changing job requirements, replaces the Dictionary of Occupational Titles (DOT) as the nation's primary source of occupational information. O*NET was developed as a timely, easy-to-use resource that supports public- and private-sector efforts to identify and develop the skills of the American workforce, as well as move occupational information into the technological age. Among major categories on the site are: "Career Exploration," "Research and Development," "Data Collection," and "Products."

Resources for Economists on the Internet**<http://rfe.wustl.edu/EconFAQ.html>**

This site does not provide labor market information directly, but rather offers a detailed resource list that includes hyperlinks to many sites that are of interest to economists, researchers, and others interested in economics.

State Workforce Agencies**www.icesa.org**

Developed by the research arm of the Interstate Conference of Employment Security Agencies, the site provides up-to-date information on a variety of workforce programs at the national and state level. Among topics covered are: Alien Labor Certification, Job Training, O*Net (see above), Unemployment Insurance, Workforce Investment Act, and Job Service. Some information is restricted to members (state employment security agencies) only.

U.S. Census Bureau**www.census.gov**

This site offers a vast amount of demographic and economic data from the Decennial Census, the Current Population survey, and other programs operated through the Bureau of the Census. Web pages related to the economy, for example, include data from the Economic Census, county business patterns, and business ownership statistics. Included are other resources such as interactive Tiger Maps, a Population Clock that registers current U.S. and world population estimates, and the Statistical Abstract of the United States.

U.S. Department of Education**www.ed.gov**

This site offers resources for parents, counselors, teachers, and researchers. A section on "Money Matters," for example, leads to information about student financial assistance, grants, and contracts. Click on your state to get information about services and resources available in your region. Major research studies, reports, and educational software from the National Center for Education Statistics can be viewed or downloaded.

U.S. Department of Labor (DOL)/Employment and Training Administration (ETA)**www.doleta.gov**

This site, geared toward job seekers, employers, and employment/training professionals, provides an assortment of information on DOL/ETA programs. Among these are: Foreign Labor Certification, Workforce Investment Act, One-Stop Career Center System, America's Labor Market Information System (ALMIS), and School-to-Work, and Unemployment Insurance.

usworkforce.org**www.usworkforce.org**

Published by the U.S. Department of Labor, Employment and Training Administration, this site provides the latest news and background on the Workforce Investment Act, which replaces the Job Training Partnership Act effective July 1, 2000. Topics include: Legislative Materials, Planning Resources, Performance Accountability, and State Plan and Review Status.

To order Labor Market Information publications, complete this order form and mail to the address on the next page. A complimentary copy of all LMI publications listed below is available except for *Affirmative Action Planning Information*, which is available for

\$20 plus postage. An invoice will be sent with this publication. Multiple copies can be ordered by calling (602) 542-3871 in the Phoenix Metropolitan area; 1-800-321-0381 if elsewhere in Arizona; or 1-800-827-4966 if outside the state. Requests may be faxed to (602) 542-6474.

PUBLICATIONS AND REPORTS (Frequency of Updates)	Quantity	Cost per Extra Copy	Total (\$)	Mailing List (X)
<i>Applying for Government Jobs</i> (Periodically)	_____	\$.25	_____	
<i>Arizona Affirmative Action Planning Information</i> (Decennially)				
Metropolitan Counties	_____	\$20.00	_____	
Nonmetropolitan Northern Counties	_____	\$20.00	_____	
Nonmetropolitan Southern Counties	_____	\$20.00	_____	
<i>Arizona Economic Trends</i> (Quarterly)	_____	\$.50	_____	___
<i>Arizona Futures</i> (CD-ROM)	_____	Call	_____	
<i>Arizona Job Seekers Guide</i> (Annually)	_____	\$1.00	_____	
<i>Arizona Occupational Employment Forecasts, 1998-2008</i> (Biennially)	_____	\$6.00	_____	
<i>Arizona's Workforce</i> (Monthly)	_____	\$.25	_____	___
<i>Employer Wage Survey</i> (Annually)	_____	\$2.00	_____	
Employment, Firms, and Wages, by Industry, in Arizona's Counties	_____	\$.25	_____	
<i>Industry Update</i>	_____	\$.25	_____	
<i>Major Employers Guide</i> (Biennially)				
Phoenix Metropolitan Area	_____	\$2.50	_____	
Tucson, Yuma, and Flagstaff	_____	\$3.50	_____	
<i>Workforce Development Planning Information, 2000-2001</i> (Annually)	_____	\$2.50	_____	

Indicate the address where you would like the publication(s) sent.

Name (Please Print)

Company or Agency

Street

City

State

Zip Code

Phone Number (including Area Code)

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