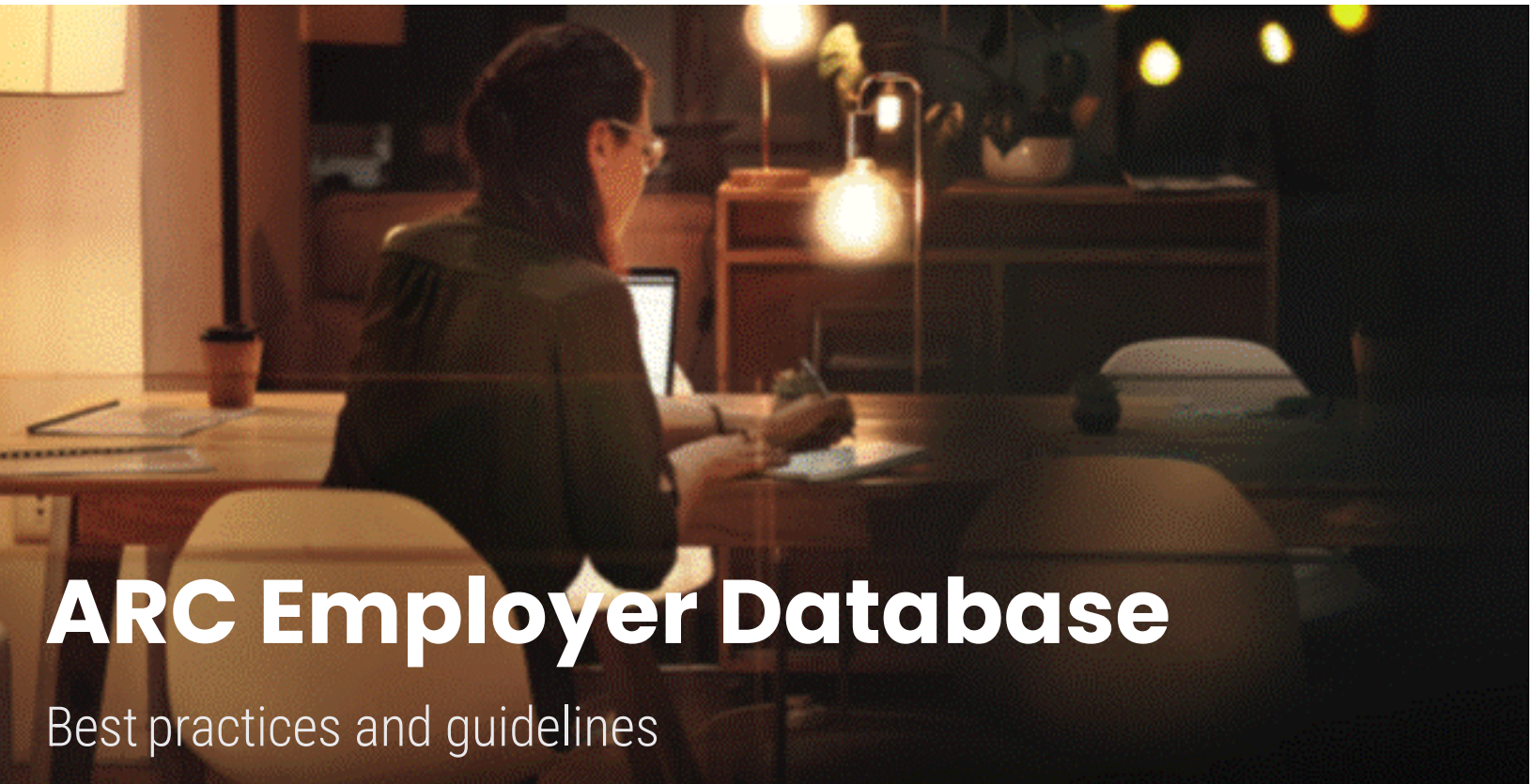




ARC Employer Database

Best practices and guidelines

Introduction

Data Axle has formally partnered with Qualtrix to provide continued support for the legacy data requirements of this contract. Qualtrix is a trusted partner who Data Axle has worked with extensively. Together, our teams are committed to providing you with reliable and ongoing support.

Qualtrix is a certified 8(a) and MAS 8(a) Pool IT consulting firm specializing in solving complex challenges through innovation, agility, and technical excellence. Our team of experienced professionals bring expertise in Data Analytics, Data Science, Software Development, Project Management, and Business Intelligence. With a strong record of success supporting federal agencies such as the U.S. Census Bureau, U.S. Patent and Trademark Office (USPTO), Department of Transportation (DOT), and now Department of Labor (DOL), we consistently deliver state-of-the-art solutions that drive operational efficiency, data accuracy, and accessibility.

As a partner with the DOL ETA for over a decade, we've been contracted to deliver a comprehensive business database comprising the Top Employers in each state. This custom-built database (also known as the ARC Top Employers Database) includes every U.S. business establishment, segmented by state and territory. The purpose of the ARC Top Employers Database is to be used as a tool for career exploration, job search, job development, employment support services, labor market research, and related public workforce system efforts. Data Axle provides this data delivery via secured FTP sites twice a year.

Levels of Access

According to Section C.1.3.B Subsection B of the agreement:

*The **Contractor shall provide for three (3) specifically defined levels of User access to the Database: primary recipient, intermediate User, and client/end User.*

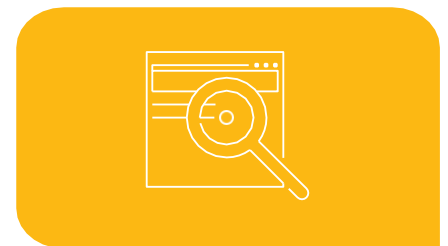
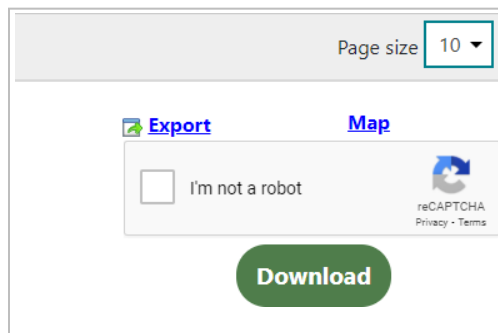
- i. *The Primary Recipient, usually the state employment security/workforce agency, shall be able to download the entire Database to a PC or server. The Primary Recipient shall have the right to use all or any part of the Database for the identified Uses and Users, in any and all formats, media and means of delivery, including the Internet. This includes the right to incorporate all or any part of the Database into information delivery systems for the identified Uses and Users. Access to the Database provided by the Primary Recipient shall be governed by the access levels specified for intermediate and end Users.*
- ii. *The intermediate User, a local one-stop career center, public economic development entity or other User, shall be able to search the entire Database and return an unlimited number of records for display in a list or on a map. The Contractor shall identify the number of these records, which shall be 100+, that may be selected at one time for download and/or printing.*
- iii. *The client/end User, e.g., an individual engaged in job search or career exploration, shall be able to search the entire Database. The Contractor shall identify the number of records, which shall be 25+, that may be returned at one time for display, download and/or printing. Display shall include viewing in a list or on a map. (p.27).*

The primary recipient is the state or workforce agency. The state receives everything in the file for that state. However, they can only make the data available in two levels of access: **intermediate user** (e.g., Iowa Workforce Development) or the **end user**.

***Contract defines the Contractor as Qualtryx and Data Axle.*

Search Options

It is permissible to search for all employers within the state or smaller geography and return all results. However, the contract states that each results page should be limited to **100 records for download at a time**. Prior to download, it is suggested to insert a CAPTCHA as shown below for each page download to prevent the data from being scraped programmatically.



Display Options



There are two suggested views for the results page of the data: **Summary** and **Detailed View**.

The summary view will include the full company name, partial address (not include the street number or ZIP), the complete city and state, as well as any internal field the state chooses to display. An example of an internal field for display can be the number of keywords that match the search criteria.

Display Option					
Result View					
Summary					
Company Name	Partial Address	City	State	Key Match	Select
Casino Queen Marquette	Antimonopoly St	Marquette	IA	5	☐
Casino Real Est-Bldg Sys	James St	Coralville	IA	5	☐
Casino Cab Co	th Ave	Council Bluffs	IA	5	☐
Isle Casino Hotel Waterloo	Isle of Capri Blvd	Waterloo	IA	4	☐

For the detailed view, the contract allows for up to 100 downloads. However, some states, as shown, will limit the record search page to 50, which is the preferred amount.

Display Option		
Result View		
Detailed		
Company Information		Key Match
Company Name: Casino Queen Marquette		5
Physical Address: Antimonopoly St Marquette IA 52158		
Telephone: 5638733531		
Email Address:		
Business Description: Casinos		
Employee Size Range: 100 to 249		
NAICS Code: 71321000		

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Page size: 50

10
15
25
35
50

[Export](#)

[\[Change search criteria \]](#)

Note: The data cannot be used for non-labor purposes or be re-distributed to other Government entities without the permission of the contractor, Data Axle Inc. The purpose of the ARC Top Employers Database is solely for career exploration, job search, job development, employment support services, labor market research, and related public workforce system efforts.

Please reach out to DL-Government-Support@data-axle.com and Cameron.Kapoor@Qualtryx.com if there is an interest in acquiring a separate dataset or interest in a separate data use case.

Editing

- ◆ Regarding record standardization and integrity, all records are checked for consistency in company name, address, etc. There are established business rules in place for abbreviations. New businesses are looked at for SIC assignment/accuracy by name and edited accordingly, after being run through the automated SIC table.

Industry Assignment

- ◆ SIC Table: The current SIC assignment program uses a word frequency table. This table was built from the database using word frequencies for each SIC. We've also manually added some auto-assignments based upon company names that we know are a certain SIC. For example, we know McDonald's is a restaurant and this SIC is assigned automatically.
- ◆ If no match at all is found associates attempt to manually assign an SIC.
- ◆ All records are reviewed by to make sure the assigned SIC is correct, if improvements can be made, the associates edit the record.
- ◆ Over 60% SIC coverage. Businesses that can't be assigned through this process or telephone verification are coded as 9999-77 (non-classified).

Record Travel Process

- ◆ Four to six weeks: Records are added to the new leads file and sent to TR. About 50% of the records we get have a phone number. Along with being verified as a new business, additional information gathered in TR includes company name, contact name, address, phone, email and employee size.
- ◆ Seven to 11 weeks: The records that are called and verified are added to the business database. Those that can't be verified are still added to and kept in the new leads file.
- ◆ Daily feeds received this week will be part of the weekly file in one to two weeks.
- ◆ Records stay on the New Leads file for up to 24 months. They are aged off the file if they can't be telephone-verified and added to the business database.
- ◆ Many businesses this group provides to customers haven't even opened their doors yet!

Stats

- ◆ 60,000 new businesses added on average each month. Available elements include company name, contact name, address, phone, SIC

