

d. To assist in the development of human resources through training, and identification of need for and referral to other employability development services, and in better utilization of these resources.

e. To aid in the development and expansion of employment opportunities through cooperative action with all appropriate agencies and groups at local, State and national levels, to enhance the Nation's economic stability and growth.

f. To devise feasible plans for and maintain operational readiness to meet manpower needs in times of national disaster or defense emergency.

2. Operation

The Federal-State employment service system is a nationwide network of nearly 2,000 local employment offices financed by Federal grants and administered by State employment security agencies.

The *Federal* partner in this system, the United States Employment Service—one of the three major services within the Bureau of Employment Security of the U.S. Department of Labor—performs the following functions with the assistance of personnel stationed in 11 regional offices: develops policy and standards for the organization and operation of the Employment Service system; provides guidelines and technical assistance to State agencies and local offices in the conduct of their operations; maintains a system for recruitment and placement between States; participates in preparing budgets and makes allocations to State agencies for ES operations; collects and analyzes a variety of occupational, test, job market and related technical data on a nationwide basis; prepares occupational tools and publications, etc.; provides leadership and guidance for operational research for the benefit of workers, employers, and communities affected by automation and technological change; reviews and evaluates operations and provides guidance for improvement; maintains an Employment Service for the District of Columbia.

State agency staff provides administrative and technical leadership and assistance for the conduct of day-to-day program activities of the State office and the local offices, control financial management and statistical reporting programs, and provides administrative support services.

Local public employment offices provide a multitude of services, including: registration, counseling, and testing of job applicants; placement and job development; special services to applicant groups with unusual job-finding problems; interarea and interstate recruitment and placement; gathering, analysis, and publication of job analysis and job market information and providing such services; identifying training needs and recommending and helping develop manpower training programs; recruiting, screening, testing, counseling, and referring youth to training programs and work-training such as Job Corps and Neighborhood Youth Corps; identifying need for and referring job seekers to rehabilitative services of other agencies to help develop employability; and participating with community groups, employers, labor organizations, educational institutions and other groups in planning and developing programs to help meet local manpower problems.

Funds appropriated by the Congress for the administration of the system are apportioned among the State agencies in accordance with