

# Desktop Publishing: Today's Training Equals Tomorrow's Opportunities

**Glenn Martin and Roberta Meyers-Peebles**

Given the weak condition of today's labor market, the average job seeker must think "outside the box" to obtain employment. Some find that they need to be retrained in skills that will assist them in becoming more employable in the future, even when these are fields that they would not have considered as their first choice of jobs. This strategy applies even more so to "hard to place" populations, including people with conviction records. Those who provide job placement services should think expansively so as not to limit the opportunities available to our constituency.

Labor forecasting can be an effective tool for identifying promising job market prospects and employment trends over any period of time. The U.S. Department of Labor's Bureau of Labor Statistics offers a comprehensive analysis of occupation descriptions, educational requirements and occupational forecasting.

[continued on page 2](#)

# From the Media to Practice

*This is the third of a series in which we will highlight an issue raised by a recent press article.*

**Susan Hallett and Roberta Meyers-Peebles**

A number of local press articles have been highlighting new initiatives created by local and state governments to address the employment barriers faced by one of the hardest populations to employ, individuals with criminal records. New partnerships are being formed by community corrections, one-stop centers, workforce development providers, and other agencies to provide training and employment services to people with criminal histories. Here is a sample of some of these exciting initiatives:

- Baltimore, Maryland:** The Baltimore Mayor's Office of Employment Development created the Ex-Offender Taskforce two years ago to develop a city-wide plan to assist people with criminal histories reenter the workforce. The Taskforce has grown to a membership of over 160 individuals representing 90 organizations including state and city government and community- and faith-based organizations. The Taskforce's efforts have resulted in coordinated services between the Northwest One-Stop Center and the Baltimore City of the Division of Parole and Probation. In the past, both centers were located in close proximity but did not coordinate services. Now, individuals will be able to obtain employment assistance at the same time they make required visits to their parole or probation officers. For more information, contact Felix Mata, Project Manager, Ex-Offender Taskforce, (410) 396-7336; [fmata@oedworks.com](mailto:fmata@oedworks.com); [www.oedworks.com/exoffenders/ex\\_offender.htm](http://www.oedworks.com/exoffenders/ex_offender.htm)
- New Orleans, Louisiana:** The New Orleans Office of Workforce Development is a partner of a new initiative that will offer 50 non-violent offenders from one of the state's prisons employment services during the last six to nine months of their incarceration and vocational training and job placement upon their release. Employees from the Office of Workforce Development will be going to the prison to do assessments with the participating inmates and begin soft-skills training. When inmates are released, they will receive training for specific occupations in high demand, such as construction, welding, and computer repair. This program is very similar to Texas' Project Rio, a collaboration between the Texas Workforce Commission, the Texas Department of Criminal Justice,

[continued on page 2](#)

## INSIDE THIS ISSUE

- 1 Desktop Publishing:  
Today's Training Equals Tomorrow's Opportunities
- 1 From the Media to Practice
- 2 Keeping the Focus:  
Serving Older People with Criminal Records
- 4 H.I.R.E. on the Hill
- 4 Upcoming Conferences of Interest
- 4 Hot Off the Press: Recent Reports
- 5 Meet the H.I.R.E. Network Staff: Glenn Martin

This information can be very helpful to workforce development programs, as well as Departments of Corrections employees who are responsible for developing new job training curricula, because they ensure that clients are trained with skills that will be marketable and valuable now and in the future. (See Bureau of Labor Statistics' website at <http://www.bls.gov/>). State agencies and universities conduct similar forecasting to predict local and state trends.

The National H.I.R.E. Network recently reviewed national and state occupational trends to identify those occupations that are "fastest growing." One particular trend in occupational job growth, which we found interesting, was Desktop Publishing. This occupation ranked among the top ten both nationally and in 10 states chosen at random for the research. The National Association of Desktop Publishers describes desktop publishing specialists (DTP Specialists) as individuals who "use personal computer software, a variety of data sources, and their own artistic ability to produce readable, clear, and attractive publication masters. These masters are later printed by traditional methods or are converted into electronic formats. DTP Specialists create such documents as reports, brochures, instruction manuals, magazines, books, tickets, cards, newsletters, advertisements, and forms. DTP Specialists are sometimes called Electronic Pagination System Workers, Electronic Publishers, or Layout Artists." (The National Association of Desktop Publishers can be reached at (800) 492-1014.)

Desktop publishing can be an ideal occupational choice for job seekers with criminal histories for several reasons, including limited educational and training requirements, the lack of necessary licensure, the flexible nature of the job (one can work remotely from home and during non-traditional work hours), and the non-sensitive nature of the job duties. While formal training is not always required to be a desktop publisher, computer competencies and proficiencies, as well as adequate levels of math and reading proficiency are necessary. Of course, individuals who obtain certification or college degrees in this subject clearly increase their employment opportunities. Non-degree certification can take approximately one year. However, many desktop publishers develop their expertise through on-the-job experience. As with many other industries, it is very likely that individuals in this profession will be required to undergo background investigations if working for commercial companies. However, given the profession's focus on ability, artistry, and efficiency, a criminal record should not pose an outright barrier if the job seeker can demonstrate ability, skill and rehabilitation.

When exploring the future of the labor market as it applies to our population, keep in mind that there are many

[continued on page 3](#)

the Windham School District and the Texas Youth Commission that provides a link between education, training and employment during incarceration with employment, training and education after release (see [Model Practices](#)). For more information, please contact Andrala Walker, Director, New Orleans Workforce Partnership; (504) 636-0300; <http://www.new-orleans.la.us>

- **St. Louis, Missouri:** The St. Charles Community College, the Department of Corrections, and the Department of Elementary and Secondary Education began a pilot project at the Northeast Correctional Center in Bowling Green, Missouri. The community college teaches computer repair to inmates who receive computers in need of upgrade or repair that come from companies, hospitals, universities or other governmental entities. Computers are sent to Missouri schools for student use. For more information, contact Wanda Lucas, Manager, Vocational-Technical Programs, Northeast Correctional Center; (573) 324-9975.

Let us know what is happening in your city or state to increase employment opportunities for people with criminal records so we can share your experience and success with others! Send your information to Susan Hallett ([shallett@hirenetwork.org](mailto:shallett@hirenetwork.org)) or Roberta Meyers-Peebles ([rampeeples@hirenetwork.org](mailto:rampeeples@hirenetwork.org)). ❖

## ***Keeping the Focus:***

*This is the first in a series that will bring attention to important issues that impact upon job seekers with criminal records.*

## **Serving Older People with Criminal Records**

**Susan Hallett**

Those who provide job placement services for clients must take into account the age factor when trying to find employment for an individual with a criminal history. Emotional support and encouragement are necessary to keep clients on a path to employment. Vocational counseling and job placement must take into account the age of the individual, the type of work the individual is capable of physically performing, and what training the client can complete.

The 77 million people who make up the Baby Boomer generation are getting older and closer to retirement. The demand for employment and training services for this population will increase drastically in a few years.

[continued on page 3](#)

partners involved in the attainment of employment for people with conviction histories. Desktop publishing, like many other jobs that pay a decent entry-level salary, requires a certain degree of education and job skills that can be obtained while a person is incarcerated. We should continue to advocate for education policies with our corrections partners that ensure that men and women who are leaving prison are equipped for a technologically-advanced society.

To learn more about this profession and information on training opportunities, visit the Bureau of Labor Statistics' *Occupational Outlook Handbook 2002-2003* at <http://www.bls.gov/oco/print/ocos276.htm>. ❖

### ***National H.I.R.E. Network Staff***

**Debbie Mukamal, JD**  
Co-Director  
[dmukamal@hirenetwork.org](mailto:dmukamal@hirenetwork.org)

**John Jeffries, PhD**  
Co-Director  
[jjeffries@hirenetwork.org](mailto:jjeffries@hirenetwork.org)

**Roberta Meyers-Peebles**  
Field Educator and Organizer  
[rampeebles@hirenetwork.org](mailto:rampeebles@hirenetwork.org)

**Susan Hallett**  
Program Analyst  
[shallett@hirenetwork.org](mailto:shallett@hirenetwork.org)

**Glenn Martin**  
Policy Analyst  
[gmartin@hirenetwork.org](mailto:gmartin@hirenetwork.org)

**Alexa Eggleston, JD**  
Policy Associate  
[aeggleston@lac-dc.org](mailto:aeggleston@lac-dc.org)

**Gwen Rubinstein, MPH**  
Director of Policy Research  
[gwenr@lac-dc.org](mailto:gwenr@lac-dc.org)

**Michelle Harrison**  
Membership Coordinator/Webmaster  
[mharrison@hirenetwork.org](mailto:mharrison@hirenetwork.org)

In fact, the percentage of persons age 45 and older in the United States will double between 2000 and 2005 (see <http://wdr.doleta.gov/directives/attach/TEIN12-00.pdf>). In addition, according to the Bureau of Justice Statistics, individuals over the age of 50 account for 5.6% of all those being released from prison, or approximately 33,000 individuals per year. Besides having to cope with the stigma of having a criminal history, these individuals face the additional barrier of age discrimination, limited training opportunities and quickly shrinking employment prospects when searching for employment after being released.

Many of those being released from prison at an older age have been incarcerated for long periods of time and therefore have been detached from the labor market for many years.

Job seekers with criminal histories may also have to contend with chronic medical problems from years of drug or alcohol dependence or bouts of mental illness. Moreover, because they lack work history and relevant job skills to compete in a technologically advanced economy and because they have not contributed past earnings to guarantee them sustainable social security payments for the future, their need to work is imminent.

On average, it takes an older unemployed job seeker a longer period of time to find work, approximately 21 weeks as compared to 16 weeks for those under the age of 50. (See Bureau of Labor Statistics, *Employment and Earnings*, January 2002 and 2003.)

Title VII of the Civil Rights Act of 1964 protects people over the age of 40 from employment discrimination based upon age. Those who think an employer has discriminated against them because of their age should call the Equal Employment Opportunity Commission, the agency responsible for administering this federal law, at (800) 669-4000 or visit their website at [www.eeoc.gov](http://www.eeoc.gov). They may also want to contact a lawyer in their area to learn more about their rights. (See the state Legal Assistance contacts listed in the "Resources and Assistance" section of our website at [www.hirenetwork.org](http://www.hirenetwork.org).)

We would like to hear the experiences of our members who have worked with older, recently released individuals trying to re-enter the workforce. Please share your experience with us so that others may benefit from the lessons you have learned and model practices you have developed. ❖

## Upcoming Conferences of Interest

Sept. 10-13, 2003

### National Network of Sector Partners: "Staying Ahead of the Game: The Power Of Partnership For Economic Growth"

Westin Copley Place Boston  
Boston, MA

Contact: NNSP c/o The Balcom Group  
505 N. Manchester Street  
Arlington, VA 22203  
Tel: 703-807-2281

[http://www.nedlc.org/nnspp/2003\\_reg\\_booklet.pdf](http://www.nedlc.org/nnspp/2003_reg_booklet.pdf)

Sept. 14-17, 2003

### National Conference on Addiction & Criminal Behavior

Marriott Pavilion Hotel  
St. Louis, MO

Contact: [www.gwcinc.com](http://www.gwcinc.com)

Oct. 8-10, 2003

### 21st Annual Governor's Conference on Workforce Development: "Increasing Missouri Business, Advancing Workers, Business & Economic Growth"

Tan-Tar-A Resort  
Osage Beach, MO

Contact: Sue Sieg  
Tel: 573-751-3106

Fax: 573-526-8204

Email: [ssieg@wfd.state.mo.us](mailto:ssieg@wfd.state.mo.us)

[www.ded.state.mo.us/wfd](http://www.ded.state.mo.us/wfd) (go to bottom of page)

*Presentation bids currently being accepted.*

Oct. 19-22, 2003

### 10th National TASC Conference on Drugs & Crime Partnerships for Building Safer Communities: Candid Conversations, Effective Responses

Sheraton Raleigh Capital Center Hotel  
Raleigh, NC

Contact: [www.nationaltasc.org](http://www.nationaltasc.org)

Oct. 20-22, 2003

### 4th Annual Centerforce Summit "Inside-Out: New Directions for Integrating Services for the Incarcerated and Their Families"

Westin Hotel  
Millbrae, CA

Contact: RDL Enterprises  
Tel: 916-443-0218

Email: [Karl@RDLEnt.com](mailto:Karl@RDLEnt.com)

Or visit: [www.centerforce.org](http://www.centerforce.org)

Oct. 22-25, 2003

### "The Soul Knows No Bars: A National Conference on the Role of the Church, Family Members, and the Community in the Ex-Offender Reentry Process"

Convened by the Covenant Collaborative Consulting & Training, LLC and the Body of Christ Ministries International of Atlanta, GA

Renaissance Hotel  
Washington, D.C.

Contact: <http://www.ccct.us>

*[continued on page 5](#)*



### H.I.R.E. on the Hill

Federal Advocacy Update  
Alexa Eggleston

Congress reconvened after Labor Day on September 2nd following their August recess. In the month of September, they could consider passage of two significant pieces of legislation that impact federal workforce development policies; the Workforce Investment Act and the Temporary Assistance for Needy Families (TANF/welfare) program. Funds for both programs are authorized through September 30, 2003 and by that date Congress must either pass new legislation to reauthorize the programs or temporarily extend the current legislation through a continuing resolution. While the House of Representatives has passed legislation to reauthorize both WIA and TANF, the Senate has not passed legislation for either. For more information, please contact Alexa at [aeggleston@lac-dc.org](mailto:aeggleston@lac-dc.org) or (202) 544-5478.



### Hot Off the Press: Recent Reports

**"Prevalence of Imprisonment in the U.S. Population, 1974-2001"** by Thomas P. Bonczar

U.S. Department of Justice Bureau of Justice Statistics Special Report, August 2003

<http://www.ojp.usdoj.gov/bjs/pub/pdf/piusp01.pdf>

**"Prisoners in 2002"** by Paige M. Harrison and Allen J. Beck  
U.S. Department of Justice Bureau of Justice Statistics Bulletin, July 2003

<http://www.ojp.usdoj.gov/bjs/pub/pdf/p02.pdf>

Tel: 800-484-568, code #0091

**Oct. 24-26, 2003**

**A National Prison Aftercare Conference: "Faithful to the Vision"**

**Convened by Transition of Prisoners, Inc.**

The Westin Hotel Detroit-Southfield

Southfield, MI

Contact: <http://www.topinc.net>

**Dec. 11-12, 2003**

**The Workforce Alliance's 2003 National Conference: "Bringing It Back Home: Advocating for Workforce Training After the Reauthorizations"**

Capital Hilton

Washington, DC

Contact: <http://www.workforcealliance.org>

**March 21-24, 2004**

**National Correctional Industries Association Enterprise 2004**

**National Training Conference and Exposition:**

**"Transformation: The Challenge of Change"**

Adams Mark Hotel

St. Louis, MO

Contact NCIA

Tel: 410-230-3972

Fax: 410-230-3981

**April 14-16, 2004**

**Center for Mental Health Services & Criminal Justice**

**Research First Biennial Conference: "Reentry to Recovery: People with Mental Illness Coming Home from Prison or Jail"**

The Sheraton Society Hill Hotel

Philadelphia, PA

Contact: Kristen Gilmore

Tel: 732-932-1225

Email: [cmhs&cjr@ihhpar.rutgers.edu](mailto:cmhs&cjr@ihhpar.rutgers.edu)

Contact us:

National H.I.R.E. Network

*A Project of the Legal Action Center*

153 Waverly Place

8<sup>th</sup> Floor

New York, NY 10014

(212) 243-1313 (P)

(212) 675-0286 (F)

[info@hirenetwork.org](mailto:info@hirenetwork.org) E-mail

[www.hirenetwork.org](http://www.hirenetwork.org) Website

*The National H.I.R.E. Network is generously supported by the Charles Stewart Mott, Joyce, William and Flora Hewlett, Public Welfare, and Annie E. Casey Foundations.*

## Meet the H.I.R.E. Network Staff:

### GLENN MARTIN

I am the Policy Analyst for the National H.I.R.E. Network. In this role, I am responsible for coordinating and developing H.I.R.E.'s capacity to address child support and social services issues as they relate to the employment of people with criminal records; addressing policy issues that relate to the employment of people with criminal records in New York City and New York State; and developing H.I.R.E.'s capacity to foster and promote employer and labor support and involvement for the employment of people with criminal records.

In addition to my role with the H.I.R.E. Network, I continue to serve as the Senior Legal Assistant for the Legal Action Center, a position I have held for two years. I assist clients with criminal records on an individual level by providing direct technical assistance. I have the opportunity to see firsthand the barriers that exist for those who have a conviction and the tenuous line a person walks when released from prison and exploring employment prospects versus returning to a life of crime. The continuous myriad of barriers encountered during reentry can translate into hopelessness and despair for even the most determined man or woman who is trying to be a law abiding, productive member of society.

I believe there can be a fair balance between promoting the safety of society at large, while preserving the rights of qualified applicants to be assured that they will be considered fairly and that employers will not categorically deny them jobs solely because of their criminal histories. Along with my colleagues at H.I.R.E., my goal is to foster dialogue between the many stakeholders in this arena, while offering a voice that encourages and increases the quality and number of jobs available to people with conviction records.

I am always seeking new and creative ways to address these issues and I encourage all of you to [contact me](#) with examples of sound policies you have encountered in working with this population or as a person with a conviction. With one in four people in the United States having an arrest or conviction record, the need for collaboration and the creation of policies that benefit all involved is paramount. ❖