

**Northwestern Oklahoma Workforce Board  
Demand Occupation Policy  
Draft 5/31/16**

**Background**

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- According to the Workforce Innovation and Opportunity Act –WIOA it states:  
“ IN-DEMAND INDUSTRY SECTOR OR OCCUPATION.—  
(A) IN GENERAL.—The term “in-demand industry sector or occupation” means—  
  
    (i) an industry sector that has a substantial current or potential impact (including through jobs that lead to economic self-sufficiency and opportunities for advancement) on the State, regional, or local economy, as appropriate, and that contributes to the growth or stability of other supporting businesses, or the growth of other industry sectors; or  
  
    (ii) an occupation that currently has or is projected to have a number of positions (including positions that lead to economic self-sufficiency and opportunities for advancement) in an industry sector so as to have a significant impact on the State, regional, or local economy, as appropriate.  
  
(B) DETERMINATION.—The determination of whether an industry sector or occupation is in-demand under this paragraph shall be made by the State board or local board, as appropriate, using State and regional business and labor market projections, including the use of labor market information.”

**Description of Workforce Innovation and Opportunity Act Area**

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The Northwestern workforce area encompasses a seventeen county region in Northwest Oklahoma including: Alfalfa, Beaver, Blaine, Cimarron, Dewey, Ellis, Garfield, Grant, Harper, Kay, Kingfisher, Major, Noble, Payne, Texas, Woods, and Woodward.

**Demand Occupations/Skills Required**

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Demand occupations have been determined based on job opening data collected by the Oklahoma Employment Security Commission, Oklahoma Department of Commerce, and other data collecting tools such as EMSI and incorporating employment trend data, and review of the programs currently WIOA eligible listed on Oklahoma Service Link with area Eligible Training Providers.

In addition to the specific skills needed for each position, local employers and the workforce investment board have determined that job readiness and other “soft skills training” will be necessary in order to reduce employee turnover and associated training costs. Job readiness and other soft skills training, regardless of the necessity, are not approved occupation/skills training to develop an Individual Training Account. These skills must be attained via the Workforce Career Center or other appropriate partner.

**Local Policy**

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It shall be the policy of the Northwestern Oklahoma Workforce Board (NOWB) that all training services provided with WIOA resources shall be delivered in a manner that fully complies with the WIOA Law and Regulations.

The Demand Occupations for the NOWB area shall consist of Demand Occupations based on the labor predictors published by the Oklahoma Department of Commerce (ODOC), the Oklahoma Employment Security Commission (OESC), and Economic Modeling Specialists, Inc. (EMSI).

This policy establishes an “in demand occupation standard” to be used to determine occupations allowable for training activities.

### **Demand Occupation List**

The NOWB has chosen to approve occupational codes/job families within the targeted industry clusters as identified by the ODOC, NOWB, and EMSI.

(Job Families are groups of occupations based upon work performed, skills, education, training, and credentials. i.e. 53-3032.00 Heavy and Tractor-Trailer Truck Drivers = the job family code is “53”)

The following occupations are approved by the NOWB:

1. (11-) Management Occupations
2. (13-) Business and Financial Operations Occupations
3. (17-) Architecture and Engineering Occupations
4. (19-) Life, Physical, and Social Science Occupations
5. (21-) Community and Social Services Occupations
6. (25-) Education, Training, and Library Occupations
7. (29-) Healthcare Practitioners and Technical Occupations
8. (31-) Healthcare Support Occupations
9. (33-) Protective Services Occupations
10. (41-) Sales and Related Occupations
11. (43-) Office and Administrative Support Occupations
12. (45-) Farming, Fishing, and Forestry Occupations
13. (47-) Construction and Extraction Occupations
14. (49-) Installation, Maintenance, and Repair Occupations
15. (51-) Production Occupations
16. (53-) Transportation and Material Moving Occupations

The O\*NET occupational codes begin with a two-digit number, which coincides with the above approved list. Therefore, all occupations that have a two-digit code from the above list are approved as a demand occupation.

### **POLICY ADDITIONS AND CLARIFICATIONS**

The WB Staff is authorized to issue additional instructions, guidance, forms, etc., to further implement the requirements of this policy. The WB Director/Staff is further authorized to make needed and necessary compliance changes to this policy as the need arises due to changes in state interpretation or guidance. Periodic changes should be necessary to continually improve the systems. The WB Director/Staff is further authorized to approve any service provider procedures that are needed in order to implement this policy locally. It will not be necessary to have Board approval of Service Provider procedures as WB Director/Staff will approve procedures as necessary and appropriate. Service Providers are cautioned to always be aware of and have a thorough knowledge of current state guidelines that may be issued along with required forms and procedures.