



## **Workforce Innovation and Opportunity Act**

# **Demand Occupation**

**&**

# **Skills List Policy**

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.



A proud partner of the [americanjobcenter](#) network

**DEMAND OCCUPATIONS POLICY****I. PURPOSE:**

The purpose of this issuance is to disseminate policy regarding the determination and usage of the Northeast Workforce Development Board's (NEWDB) Demand Occupation and Skills List as required under the Workforce Innovation and Opportunity Act (WIOA) Section 3(23)(B).

**II. BACKGROUND:**

The Workforce Opportunity and Innovation Act (WIOA) require that local workforce boards identify occupations that are in demand in the region. This policy establishes the process that the NEWDB shall use for developing and maintaining a local list that identifies increasing and decreasing occupations in the region.

In-demand refers to occupations, industry sectors or clusters, or career pathways that have been identified as emerging, growing, and a priority for local workforce partners, or otherwise having the best job prospects due to the workforce needs or hiring demands of employers. WIOA Title I training funds may only be used to assist customers enrolled in courses of study that lead to entry into an occupation on this approved list ***through a state approved eligible training provider.***

**III. REFERENCES:**

- Workforce Innovation and Opportunity Act (WIOA) Section 3(23)(B), WIOA Sec. 134(c)(3)(F)(v), WIOA Sec. 134(c)(3)(G)(ii)(V)(aa), WIOA Sec. 134(c)(3)(G)(iii),
- OWDI #15-2017 and subsequent guidance.

**BABEL NOTICE:** (29CFR 38.9(g)(3)): This document contains vital service information. If English is not your preferred language, please contact:

Northeast Workforce Development Board or,  
Linda Wilson, EO Officer  
1503 N Lynn Riggs Blvd, Ste. D  
Claremore, OK 74017  
Office: 918.907.0902 Cell: 406.459.6113  
Email: [linda.wilson@northeastworkforceboard.com](mailto:linda.wilson@northeastworkforceboard.com)

State Equal Opportunity Officer  
Oklahoma Office of Workforce Development  
Ferris Barger  
900 N Portland Avenue, BT 300  
Oklahoma City, OK 73107E  
Office: 405.945.9184  
Email: [ferris.barger@okstate.edu](mailto:ferris.barger@okstate.edu) or  
[eoofficer@osuokc.edu](mailto:eoofficer@osuokc.edu)

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss please call Oklahoma Relay at 711 (<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

**IV. POLICY:****A. DETERMINATION OF TARGETED INDUSTRIES**

As outlined in the WIOA Unified State Plan, Regional Plan, and the NEWDB Local Plan, the NEWDB has identified and updated the Major Industry Clusters as having the potential for sustained demand and requiring skills that are in demand.

The Northeast Region's power sectors are defined by anecdotal evidence from employers, studies and analysis from economic development partners, such as: the Oklahoma Office of Workforce Development (OOWD) – including the Critical Occupations List, the Oklahoma Employment Security Commission (OESC) and Economic Modeling Specialists, Inc. (EMSI).

1. Those power sectors follow:
  - Advanced Manufacturing
  - Aviation and Aerospace
  - Agriculture and Bioscience
  - Energy
  - Healthcare
  - Information Technology
  - Professional Services & Regional Headquarters
  - Transportation, Distribution, & Logistics
2. Emerging Sectors follow:
  - Finance and Insurance
  - Utilities
  - Construction

## **B. DEMAND OCCUPATIONS**

The WIOA Service Provider must assist individuals in the selection of training programs that are directly linked to employment opportunities in their local area. The NEWDB must establish, maintain, review and update annually a list of existing or emerging occupations that are determined to:

- be part of the sector of the economy that has a high potential for sustained demand or growth in the local area;
- target industry clusters within the local area;
- support economic growth priorities; and
- address industry-specific shortages.

This policy establishes an “in demand occupation standard” to be used to determine occupations allowable for training activities. Occupational demands are those occupations within the Northeast Workforce Area that have a projected increase of at least 20 job openings and lead to self-sufficiency. Demand should not be measured simply in the terms of the number of job openings. High turnover that is associated with certain job titles should be considered. Other factors to be considered include: (a) the minimum skills required to perform the job; and (b) the average wage for an entry-level position in the occupation. The occupations in demand standard will allow Northeast Workforce Development Board to:

- Extend services to low-income workers and place them on a path to self-sufficiency;
- Target high-wage industry sectors of the economy and occupations for training and assist in developing customized training programs;
- Offer training in occupations listed on the [2018-2020 Critical Occupations](#) list and
- Make job-training programs that lead to self-sufficiency a priority.

The NEWDB's Demand Occupation Policy will be used by the Title I Service Provider to establish the training program selected by the participant to prepare them for employment in a demand occupation. To be eligible for training in demand occupations, customers must reside in the Northeast Workforce Development Area. However, training for a demand occupation can be targeted toward employment status whether the employment is within the district boundaries or outside of the district boundaries. A participant eligible for training services may request training for an occupation in demand in another area to which an adult or dislocated worker is willing to relocate or commute for which training has been approved. In some instances, an employer may offer employment contingent upon additional training or certification. Documentation of the offer of employment in any occupation may be considered a "Demand Occupation".

Additionally, the NEWDB recognizes that an in-demand occupation is any other occupation that:

- (a) Is related to an in-demand industry sector in our region; and
- (b) Is projected to have a number of open positions in that industry.

For the purpose of determining whether an occupation is "related to" an in-demand industry sector, the NEWDB will use the O\*Net online website as a resource for establishing a relationship between an occupation and an industry.

**C. CRITICAL OCCUPATIONS LIST**

The OOWD continually monitors in-demand and critical occupations across the state. The annual state-wide Top 100 Critical Occupations List is longitudinal and focuses on job growth, acknowledging the need for extended time frames to achieve higher levels of education necessary to prepare potential job applicants for future employment. These jobs emphasize the state's desire to 1) meet labor demands so that businesses and entrepreneurs involved in all industries can grow and prosper, and 2) Oklahoma citizens can maintain wealth generating employment.

The OOWD 2018-2020 Critical Occupations list is outlined in Attachment A.

**D. DEMAND SKILLS LIST**

The NEWDB shall also establish a list of demand skills. These skills should:

- Support economic development priorities;
- Focus on industrial sectors and clusters, whether present or emerging;
- Address industry-specific or general shortages;
- Enhance workplace literacy, including vocational English as a Second Language (ESL).

Demand Skills may include general workplace skills and competencies that have been recommended by private or public research organizations.

The NEWDB Demand Skills List will include skills and competencies that are considered necessary to Northeast Oklahoma's future economic development. It may also include skills and competencies specific to targeted industries.

The NEWDB Approved Demand Skills are:

1. Microsoft Office Products: Word, Excel, Power Point, Publisher, Outlook, Access, Front Page
2. Keyboarding (typing skills)

- 3. Computer Literacy
- 4. Basic Literacy
- 5. Math Skills
- 6. Soft Skills
- 7. Accounting Software Applications
- 8. English as a Second Language (ESL)
- 9. Basic Blueprint Reading
- 10. Basic CNC Programming
- 11. Reading Comprehension

**E EXCEPTIONS**

Exceptions to the occupations list attached may be considered in extreme circumstances. The occupation in question must be presented to the NEWDB Chair or the NEWDB Executive Director in written format. Exceptions must identify the occupation for which the training is to occur, the basis for requesting an exception including documented evidence to support the request, and whether the exception request is temporary or permanent. This request must be in advance of any training expenditure related to the request.

The NEWDB’s Demand Occupation List will be available in the America’s Job Centers in the Northeast Area.

An updated report will be presented to the NEWDB on an annual basis at the first meeting of each program year (or more frequently, if necessary). The vote on the report will be documented in official meeting minutes.

**V. EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:**

All Recipients, and Sub recipients/Sub grantees must comply with WIOA’s Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title-I financially assisted program or activity.

**VI. POLICY ADDITIONS AND CLARIFICATIONS:**

The NEWDB Executive Director is authorized to issue additional instructions, guidance, approvals, forms, etc. to further implement the requirements of this policy.

**VI. ATTACHMENTS**

Attachment A—2018-2020 Critical Occupations

**APPROVED BY:**

*Heather Smoot*

Heather Smoot  
Northeast Workforce Development Board Chair

8-14-19  
Date

The methodology and parameters used to determine the Critical Occupations is:

1. Occupations are limited to those vital to the success of Oklahoma's ecosystems. Ecosystems -- or economic systems -- are demand industry sectors/clusters identified as giving Oklahoma a competitive advantage in a global economy. Five key statewide ecosystems have been identified including Aerospace and Defense; Agriculture and Biosciences; Energy; Information and Finance; and, Transportation and Distribution. In addition to the five statewide ecosystems, four complementary ecosystems have been identified including Healthcare, Education, Construction, and Manufacturing.
2. Job growth: those occupations with projected negative growth (overall job loss) are eliminated from the list.
3. Wealth Generation: those occupations with median hourly salaries below \$12.00 per hour are eliminated from the list.
4. Education: those occupations requiring "no formal education" are eliminated from the list unless the occupation earns a median salary above \$20.00 per hour.
5. The occupations remaining on the list are sorted based on greatest job growth and stratified by education.
6. To ensure representation of occupations from all educational levels, the top ranked occupations are selected from each educational group.

Attachment A  
2018-2020 Critical Occupations

SOC	Description	2018 Jobs	2028 Jobs	Change (2018 - 2028)	Median Hourly Earnings	Typical Entry Level Education	Work Experience Required	Typical On-The-Job Training	For Educational Levels of High School Diploma or Less, there is a Certificate available.	Annual Openings	Apr 2018 Unique Postings
29-1069	Physicians and Surgeons, All Other	2,511	3,023	294	\$105.76	Doctoral or professional degree	None	Internship/residency		108	546
29-1021	Dentists, General	1,294	1,486	192	\$65.78	Doctoral or professional degree	None	None		57	74
11-9041	Architectural and Engineering Managers	2,191	2,114	110	\$56.68	Bachelor's degree	5 +	None		153	157
17-2171	Petroleum Engineers	2,673	2,860	172	\$55.32	Bachelor's degree	None	None		204	69
19-2042	Geoscientists, Except Hydrologists and Geographers	1,040	1,180	97	\$54.73	Bachelor's degree	None	None		113	12
29-1041	Optometrists	671	831	152	\$49.30	Doctoral or professional degree	None	None		38	8
29-1071	Physician Assistants	1,452	1,762	278	\$49.20	Master's degree	None	None		115	238
11-3021	Computer and Information Systems Managers	3,264	3,561	315	\$47.42	Bachelor's degree	5 +	None		277	115
11-3031	Financial Managers	6,532	7,073	509	\$43.58	Bachelor's degree	5 +	None		543	449
29-1171	Nurse Practitioners	1,385	1,727	342	\$43.36	Master's degree	None	None		109	221
17-2071	Electrical Engineers	1,548	1,341	68	\$41.40	Bachelor's degree	None	None		90	283

29-1131	Veterinarians	984	1,115	117	\$39.73	Doctoral or professional degree	None	None		50	47
29-1123	Physical Therapists	2,014	2,544	511	\$39.44	Doctoral or professional degree	None	None		143	572
15-1132	Software Developers, Applications	4,801	4,923	494	\$39.05	Bachelor's degree	None	None		345	1,030
17-2112	Industrial Engineers	2,609	1,901	156	\$38.60	Bachelor's degree	None	None		134	583
17-2051	Civil Engineers	2,269	2,512	205	\$38.15	Bachelor's degree	None	None		193	204
11-1021	General and Operations Managers	27,503	29,825	2,167	\$37.47	Bachelor's degree	5 +	None		2,523	1,066
17-2141	Mechanical Engineers	3,037	2,704	134	\$37.39	Bachelor's degree	None	None		182	390
11-9111	Medical and Health Services Managers	5,899	6,585	426	\$37.09	Bachelor's degree	Less than 5 years	None		532	491
17-1011	Architects, Except Landscape and Naval	785	902	108	\$36.77	Bachelor's degree	None	Internship/residency		73	12
15-1121	Computer Systems Analysts	3,388	3,757	580	\$36.73	Bachelor's degree	None	None		277	454
15-1133	Software Developers, Systems Software	2,947	2,536	211	\$35.78	Bachelor's degree	None	None		175	158
29-2021	Dental Hygienists	2,050	2,385	329	\$35.63	Associate's degree	None	None		166	51
11-9021	Construction Managers	2,996	3,222	238	\$35.55	Bachelor's degree	None	Moderate-term OJT		234	191
13-1081	Logisticians	2,280	2,436	114	\$35.28	Bachelor's degree	None	None		239	171
15-1122	Information Security Analysts	675	707	71	\$34.44	Bachelor's degree	Less than 5 years	None		52	197
13-1111	Management Analysts	4,492	5,201	492	\$33.84	Bachelor's degree	Less than 5 years	None		467	515
15-1141	Database Administrators	943	1,000	75	\$33.23	Bachelor's degree	None	None		68	91
17-2081	Environmental Engineers	710	785	61	\$32.38	Bachelor's degree	None	None		55	53
29-2032	Diagnostic Medical Sonographers	926	1,096	170	\$31.90	Associate's degree	None	None		69	40
29-9011	Occupational Health and Safety Specialists	1,363	1,502	86	\$31.41	Bachelor's degree	None	None		83	66
13-2051	Financial Analysts	1,780	1,883	205	\$30.80	Bachelor's degree	None	None		169	114
15-1142	Network and Computer Systems Administrators	2,897	3,019	170	\$30.52	Bachelor's degree	None	None		196	577
17-3023	Electrical and Electronics Engineering Technicians	1,510	1,549	22	\$30.16	Associate's degree	None	None		136	151
29-1127	Speech-Language Pathologists	1,617	1,865	228	\$30.00	Master's degree	None	Internship/residency		110	233
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	6,409	6,936	404	\$29.91	High school diploma or equivalent	Less than 5 years	None	Certificate	609	440

29-2035	Magnetic Resonance Imaging Technologists	330	373	43	\$29.83	Associate's degree	Less than 5 years	None		23	41
13-2052	Personal Financial Advisors	1,235	1,496	261	\$29.72	Bachelor's degree	None	Long-term OJT		127	102
13-2011	Accountants and Auditors	14,926	17,050	2,066	\$29.34	Bachelor's degree	None	None		1,603	797
17-3026	Industrial Engineering Technicians	885	724	23	\$29.04	Associate's degree	None	None		64	85
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	9,396	10,572	1,152	\$28.94	High school diploma or equivalent	5 +	None	Certificate	1,072	190
29-1141	Registered Nurses	27,389	30,633	2,558	\$28.49	Associate's degree	None	None		1,751	5,483
15-2031	Operations Research Analysts	827	928	179	\$28.35	Bachelor's degree	None	None		67	62
13-1051	Cost Estimators	1,901	2,060	234	\$27.84	Bachelor's degree	None	Moderate-term OJT		210	62
19-2041	Environmental Scientists and Specialists, Including Health	478	570	76	\$27.08	Bachelor's degree	None	None		56	15
13-1023	Purchasing Agents, Except Wholesale, Retail, and Farm Products	3,883	3,849	76	\$27.07	Bachelor's degree	None	Moderate-term OJT		338	224
13-1022	Wholesale and Retail Buyers, Except Farm Products	1,301	1,402	109	\$27.00	Bachelor's degree	None	Moderate-term OJT		162	11
29-2011	Medical and Clinical Laboratory Technologists	2,041	2,348	253	\$26.82	Bachelor's degree	None	None		164	170
13-2061	Financial Examiners	429	549	58	\$26.52	Bachelor's degree	None	Long-term OJT		44	15
53-1031	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	2,972	3,230	230	\$26.03	High school diploma or equivalent	Less than 5 years	None	Certificate	340	828
19-4041	Geological and Petroleum Technicians	1,302	1,406	104	\$25.92	Associate's degree	None	Moderate-term OJT		148	10
29-1031	Dietitians and Nutritionists	741	848	83	\$25.92	Bachelor's degree	None	Internship/residency		57	48
13-2072	Loan Officers	4,222	4,674	409	\$25.61	Bachelor's degree	None	Moderate-term OJT		402	206
51-1011	First-Line Supervisors of Production and Operating Workers	8,589	8,382	177	\$25.56	High school diploma or equivalent	Less than 5 years	None	Certificate	831	604
47-5012	Rotary Drill Operators, Oil and Gas	1,989	2,114	125	\$25.29	No formal educational credential	None	Moderate-term OJT		268	21
29-1126	Respiratory Therapists	1,149	1,248	94	\$25.11	Associate's degree	None	None		66	148
17-3022	Civil Engineering Technicians	719	762	43	\$25.08	Associate's degree	None	None		69	30
49-9051	Electrical Power-Line Installers and Repairers	2,175	2,498	312	\$24.81	High school diploma or equivalent	None	Long-term OJT	Certificate	218	24
13-2041	Credit Analysts	615	676	62	\$24.36	Bachelor's degree	None	None		58	33
15-1134	Web Developers	943	1,096	157	\$24.34	Associate's degree	None	None		86	502



13-1151	Training and Development Specialists	2,902	3,032	175	\$24.32	Bachelor's degree	Less than 5 years	None		298	288
29-2034	Radiologic Technologists	2,321	2,512	139	\$24.22	Associate's degree	None	None		144	170
49-9041	Industrial Machinery Mechanics	4,691	5,528	959	\$23.66	High school diploma or equivalent	None	Long-term OJT	Certificate	526	197
47-2111	Electricians	6,658	7,631	995	\$23.47	High school diploma or equivalent	None	Apprenticeship	Certificate	887	193
47-5011	Derrick Operators, Oil and Gas	1,153	1,254	101	\$23.17	No formal educational credential	None	Short-term OJT	Certificate	158	0
47-2152	Plumbers, Pipefitters, and Steamfitters	6,439	7,299	818	\$22.23	High school diploma or equivalent	None	Apprenticeship	Certificate	795	87
19-4031	Chemical Technicians	557	590	38	\$22.07	Associate's degree	None	Moderate-term OJT		58	32
47-4011	Construction and Building Inspectors	1,688	1,904	189	\$21.81	High school diploma or equivalent	5 +	Moderate-term OJT		211	37
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	3,421	3,964	531	\$21.11	Postsecondary nondegree award	None	Long-term OJT		406	140
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	1,915	2,109	149	\$20.90	High school diploma or equivalent	None	Long-term OJT	Certificate	207	50
47-5013	Service Unit Operators, Oil, Gas, and Mining	3,281	3,432	151	\$20.54	No formal educational credential	None	Moderate-term OJT		437	136
51-4041	Machinists	6,066	5,653	250	\$20.07	High school diploma or equivalent	None	Long-term OJT	Certificate	596	224
33-3051	Police and Sheriff's Patrol Officers	7,866	9,314	1,386	\$19.77	High school diploma or equivalent	None	Moderate-term OJT	Certificate	687	38
15-1151	Computer User Support Specialists	7,899	8,244	360	\$19.69	Some college, no degree	None	None		621	896
49-9043	Maintenance Workers, Machinery	2,777	2,956	211	\$19.64	High school diploma or equivalent	None	Long-term OJT	Certificate	309	0
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	11,338	11,576	238	\$19.61	Bachelor's degree	None	None		833	320
25-2022	Middle School Teachers, Except Special and Career/Technical Education	7,250	7,411	161	\$19.37	Bachelor's degree	None	None		548	82
33-2011	Firefighters	3,656	4,425	736	\$19.34	Postsecondary nondegree award	None	Long-term OJT		339	9
53-3032	Heavy and Tractor-Trailer Truck Drivers	24,021	26,425	2,426	\$19.28	Postsecondary nondegree award	None	Short-term OJT		2,928	17,573
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	2,847	3,254	393	\$19.16	High school diploma or equivalent	None	Long-term OJT	Certificate	309	484

51-4121	Welders, Cutters, Solderers, and Braziers	9,334	9,583	329	\$19.07	High school diploma or equivalent	None	Moderate-term OJT	Certificate	1,045	281
25-2052	Special Education Teachers, Kindergarten and Elementary School	2,140	2,192	52	\$18.94	Bachelor's degree	None	None		162	61
25-2021	Elementary School Teachers, Except Special Education	16,151	16,515	364	\$18.67	Bachelor's degree	None	None		1,221	799
29-2061	Licensed Practical and Licensed Vocational Nurses	11,306	11,995	469	\$18.64	Postsecondary nondegree award	None	None		893	586
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	5,881	5,261	257	\$18.07	High school diploma or equivalent	None	Moderate-term OJT	Certificate	638	219
49-3021	Automotive Body and Related Repairers	1,672	1,830	157	\$18.06	High school diploma or equivalent	None	Long-term OJT	Certificate	182	30
47-2073	Operating Engineers and Other Construction Equipment Operators	6,184	7,102	900	\$17.95	High school diploma or equivalent	None	Moderate-term OJT	Certificate	815	65
51-4011	Computer-Controlled Machine Tool Operators, Metal and Plastic	3,197	3,083	309	\$17.69	High school diploma or equivalent	None	Moderate-term OJT	Certificate	322	85
17-3025	Environmental Engineering Technicians	349	372	26	\$17.57	Associate's degree	None	None		33	9
47-2031	Carpenters	5,070	5,533	468	\$17.42	High school diploma or equivalent	None	Apprenticeship	Certificate	526	78
29-2031	Cardiovascular Technologists and Technicians	599	691	92	\$16.59	Associate's degree	None	None		43	126
51-8031	Water and Wastewater Treatment Plant and System Operators	2,059	2,372	314	\$15.38	High school diploma or equivalent	None	Long-term OJT		215	36
29-2012	Medical and Clinical Laboratory Technicians	2,201	2,583	339	\$14.99	Associate's degree	None	None		183	87
29-2056	Veterinary Technologists and Technicians	906	1,121	211	\$14.98	Associate's degree	None	None		101	38
53-3033	Light Truck or Delivery Services Drivers	9,111	9,687	592	\$14.75	High school diploma or equivalent	None	Short-term OJT	Certificate	1,051	2,263
19-4091	Environmental Science and Protection Technicians, Including Health	371	403	31	\$14.41	Associate's degree	None	None		48	105
29-2052	Pharmacy Technicians	5,248	5,646	319	\$13.98	High school diploma or equivalent	None	Moderate-term OJT	Certificate	462	367
29-2081	Opticians, Dispensing	853	1,074	221	\$13.71	High school diploma or equivalent	None	Long-term OJT		90	6
29-2041	Emergency Medical Technicians and Paramedics	3,571	4,409	837	\$13.23	Postsecondary nondegree award	None	None		324	105
53-3021	Bus Drivers, Transit and Intercity	1,074	1,245	170	\$13.05	High school diploma or equivalent	None	Moderate-term OJT	Certificate	157	36

The Jobs listed on the Top 100 Critical Occupations List represent:

24.0% of all jobs in 2028

47.1% of all jobs in 2028 requiring a Postsecondary Nondegree Award or higher

84.5% of all anticipated newly-created jobs, 2018 to 2028, requiring a Postsecondary Nondegree Award or higher

29.4% of all anticipated newly-created jobs, 2028 to 2028

Source: [2018-2020 Critical Occupations](#) - Oklahoma Office of Workforce Development