

**Workforce Innovation and Opportunity Act**

**Demand Occupations**

**&**

**Skills List Policy**

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, [disability,](https://www.law.cornell.edu/definitions/index.php?width=840&amp;height=800&amp;iframe=true&amp;def_id=5814e48524e23b3549a88bcae9486b1d&amp;term_occur=1&amp;term_src=Title%3A29%3ASubtitle%3AA%3APart%3A38%3ASubpart%3AA%3A38.5) 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.

.

**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 Action (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.

**IMPORTANT!** This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call Jeremy Frutchey 405.269.2821

**IMPORTANTE!** Este document contiene información sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo para usted. Llame al Jeremy Frutchey 405.269.2821 para pedir asistencia en traducir y entender la información en este documento.

*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*

*Jeremy Frutchey, EO Officer*

*5238 N Highway 167*

*Catoosa, OK 74015*

*Cell: 405-269-2821*

*Email:* *jeremy.frutchey@northeastworkforceboard.com*

*Or,*

*Equal Opportunity Officer*

*Oklahoma Office of Workforce Development*

*Ferris Barger*

*900 N Portland Avenue, BT 300*

*Oklahoma City, OK 73107*

*Office: 405.208.2519*

*Email:* *ferris.barger@okcommerce.gov*

# *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*](http://www.oklahomarelay.com/711.html)*) or TDD/TTY: 800-722-0353.* **IV. POLICY:**

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.

## **Determination of Targeted Industries**

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

## **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 [**2020-2022 Critical Occupations**](https://oklahomaworks.gov/oklahoma-workforce-data/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. 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.

## **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.

## **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

## **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. Employment Validation Statement:**

# In instances where validation of employment is necessary, such as for Contractual Performance, NEWDB’s service provider will use the attached “Employment Validation Statement” form. In instances that supplemental wages are also being collected, the NEWDB Service Provider must also include the necessary documentation for validation from the most current Data Validation policy.

# **VI. 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.

# **VII. 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.

# **VIII. ATTACHMENTS:**

Attachment A—2020-2022 Critical Occupations

Attachment B – Employment Validation Statement

# **APPROVED by NEWDB 5/12/2021**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Heather Smoot, Chair Date**

 **Northeast Workforce Development Board**

*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**

# **2020-2022 Critical Occupations**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SOC** | **Description** | **2019 Jobs** | **2025 Jobs** | **Change (2019 - 2025)** | **Median Hourly Earnings** | **Typical Entry Level Education** | **Typical On-The-Job Training** | **Certificate available for HS or Less.** | **Ecosystems** |
| 11-1021 | General and Operations Managers | 27,405 | 29,195 | 1,790 | $39.32  | Bachelor's degree | None |   | Aerospace and Defense, Agriculture and Bioscience, Energy, Information and Finance Services, and Transport and Distribution |
| 11-2021 | Marketing Managers | 1,469 | 1,621 | 151 | $46.72  | Bachelor's degree | None |   |   |
| 11-2022 | Sales Managers | 2,939 | 3,145 | 207 | $43.98  | Bachelor's degree | None |   |   |
| 11-3011 | Administrative Services Managers | 6,841 | 7,074 | 233 | $39.40  | Bachelor's degree | None |   |   |
| 11-3021 | Computer and Information Systems Managers | 3,562 | 3,782 | 219 | $51.85  | Bachelor's degree | None |   |   |
| 11-3031 | Financial Managers | 6,717 | 7,465 | 748 | $46.17  | Bachelor's degree | None |   |   |
| 11-3051 | Industrial Production Managers | 1,916 | 2,053 | 137 | $45.93  | Bachelor's degree | None |   |   |
| 11-3071 | Transportation, Storage, and Distribution Managers | 1,647 | 1,770 | 124 | $34.90  | High school diploma or equivalent | None | Y |   |
| 11-3121 | Human Resources Managers | 1,724 | 1,825 | 101 | $40.90  | Bachelor's degree | None |   |   |
| 11-9032 | Education Administrators, Elementary and Secondary School | 3,315 | 3,336 | 21 | $33.81  | Master's degree | None |   |   |
| 11-9041 | Architectural and Engineering Managers | 2,044 | 2,223 | 179 | $60.08  | Bachelor's degree | None |   | Aerospace and Defense |
| 11-9111 | Medical and Health Services Managers | 6,740 | 7,191 | 451 | $37.86  | Bachelor's degree | None |   |   |
| 11-9141 | Property, Real Estate, and Community Association Managers | 3,348 | 3,515 | 167 | $30.97  | High school diploma or equivalent | None | Y |   |
| 11-9199 | Managers, All Other | 7,620 | 8,312 | 692 | $27.39  | Bachelor's degree | None | Y | Transport and Distribution |
| 13-1041 | Compliance Officers | 4,098 | 4,283 | 184 | $26.24  | Bachelor's degree | Moderate-term on-the-job training |   |   |
| 13-1051 | Cost Estimators | 2,083 | 2,263 | 180 | $28.97  | Bachelor's degree | Moderate-term on-the-job training |   |   |
| 13-1071 | Human Resources Specialists | 7,272 | 7,611 | 339 | $24.45  | Bachelor's degree | None |   | Transport and Distribution |
| 13-1081 | Logisticians | 4,086 | 4,337 | 250 | $35.14  | Bachelor's degree | None |   | Aerospace and Defense |
| 13-1111 | Management Analysts | 6,301 | 7,055 | 753 | $36.28  | Bachelor's degree | None |   | Information and Finance Services and Transport and Distribution |
| 13-1151 | Training and Development Specialists | 4,817 | 5,021 | 203 | $24.97  | Bachelor's degree | None |   |   |
| 13-1161 | Market Research Analysts and Marketing Specialists | 5,360 | 6,088 | 727 | $25.73  | Bachelor's degree | None |   | Information and Finance Services and Transport and Distribution |
| 13-2011 | Accountants and Auditors | 15,758 | 17,046 | 1,288 | $31.43  | Bachelor's degree | None |   | Energy, Information and Finance Services, and Transport and Distribution |
| 13-2051 | Financial Analysts | 1,740 | 1,906 | 166 | $30.35  | Bachelor's degree | None |   | Information and Finance Services |
| 13-2052 | Personal Financial Advisors | 1,696 | 1,830 | 134 | $30.78  | Bachelor's degree | Long-term on-the-job training |   | Information and Finance Services |
| 13-2072 | Loan Officers | 3,966 | 4,135 | 169 | $29.41  | Bachelor's degree | Moderate-term on-the-job training |   | Information and Finance Services |
| 13-2082 | Tax Preparers | 1,809 | 1,954 | 146 | $19.87  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 15-1132 | Software Developers, Applications | 4,801 | 5,613 | 812 | $40.68  | Bachelor's degree | None |   | Aerospace and Defense, Information and Finance Services, and Transport and Distribution |
| 15-1141 | Database Administrators | 1,528 | 1,565 | 36 | $31.84  | Bachelor's degree | None |   |   |
| 15-1142 | Network and Computer Systems Administrators | 3,072 | 3,175 | 103 | $32.97  | Bachelor's degree | None |   |   |
| 15-1151 | Computer User Support Specialists | 7,343 | 7,691 | 348 | $21.17  | Some college, no degree | None | Y | Agriculture and Bioscience |
| 15-1199 | Computer Occupations, All Other | 3,091 | 3,340 | 250 | $37.48  | Bachelor's degree | None |   | Agriculture and Bioscience |
| 17-2051 | Civil Engineers | 2,649 | 2,813 | 163 | $40.47  | Bachelor's degree | None |   |   |
| 17-2071 | Electrical Engineers | 1,474 | 1,638 | 164 | $46.03  | Bachelor's degree | None |   | Aerospace and Defense |
| 17-2112 | Industrial Engineers | 1,792 | 2,178 | 386 | $39.56  | Bachelor's degree | None |   | Aerospace and Defense and Energy |
| 17-2141 | Mechanical Engineers | 2,978 | 3,288 | 309 | $40.47  | Bachelor's degree | None |   | Aerospace and Defense |
| 17-2171 | Petroleum Engineers | 1,946 | 2,062 | 117 | $62.05  | Bachelor's degree | None |   | Energy |
| 21-1012 | Educational, Guidance, School, and Vocational Counselors | 3,847 | 3,899 | 52 | $20.43  | Master's degree | None |   |   |
| 21-1018 | Substance Abuse, Behavioral Disorder, and Mental Health Counselors | 3,725 | 4,245 | 520 | $22.23  | Bachelor's degree | None |   |   |
| 21-1021 | Child, Family, and School Social Workers | 6,455 | 6,716 | 262 | $16.89  | Bachelor's degree | None |   |   |
| 21-1022 | Healthcare Social Workers | 2,026 | 2,128 | 103 | $22.27  | Master's degree | Internship/residency |   |   |
| 23-1011 | Lawyers | 8,277 | 8,437 | 160 | $42.13  | Doctoral or professional degree | None |   |   |
| 23-2011 | Paralegals and Legal Assistants | 3,092 | 3,315 | 223 | $21.82  | Associate's degree | None |   |   |
| 25-3097 | Teachers and Instructors, All Other | 3,358 | 3,596 | 239 | $17.50  | Bachelor's degree | None |   |   |
| 27-1024 | Graphic Designers | 2,056 | 2,111 | 55 | $18.23  | Bachelor's degree | None |   |   |
| 29-1062 | Family and General Practitioners | 2,800 | 2,888 | 87 | $101.88  | Doctoral or professional degree | Internship/residency |   |   |
| 29-1069 | Physicians and Surgeons, All Other | 2,913 | 3,122 | 208 | $57.86  | Doctoral or professional degree | Internship/residency |   |   |
| 29-1071 | Physician Assistants | 1,446 | 1,669 | 223 | $49.95  | Master's degree | None |   |   |
| 29-1123 | Physical Therapists | 2,511 | 2,781 | 269 | $41.50  | Doctoral or professional degree | None |   |   |
| 29-1127 | Speech-Language Pathologists | 1,905 | 2,156 | 251 | $31.89  | Master's degree | Internship/residency |   |   |
| 29-1131 | Veterinarians | 1,449 | 1,625 | 176 | $38.01  | Doctoral or professional degree | None |   |   |
| 29-1141 | Registered Nurses | 30,448 | 32,039 | 1,591 | $29.69  | Bachelor's degree | None |   |   |
| 29-1171 | Nurse Practitioners | 1,680 | 1,929 | 249 | $50.05  | Master's degree | None |   |   |
| 29-2018 | Clinical Laboratory Technologists and Technicians | 4,078 | 4,414 | 337 | $22.48  | Bachelor's degree | None |   |   |
| 29-2021 | Dental Hygienists | 2,372 | 2,570 | 198 | $37.08  | Associate's degree | None |   |   |
| 29-2034 | Radiologic Technologists | 2,486 | 2,608 | 121 | $26.12  | Associate's degree | None |   |   |
| 29-2041 | Emergency Medical Technicians and Paramedics | 3,627 | 3,967 | 340 | $14.65  | Postsecondary nondegree award | None |   |   |
| 29-2071 | Medical Records and Health Information Technicians | 3,437 | 3,616 | 179 | $16.97  | Postsecondary nondegree award | None |   |   |
| 29-9011 | Occupational Health and Safety Specialists | 1,561 | 1,673 | 112 | $31.31  | Bachelor's degree | None |   |   |
| 31-2021 | Physical Therapist Assistants | 1,470 | 1,648 | 178 | $28.95  | Associate's degree | None |   |   |
| 31-9091 | Dental Assistants | 4,174 | 4,490 | 316 | $17.40  | Postsecondary nondegree award | None |   |   |
| 31-9092 | Medical Assistants | 8,840 | 9,775 | 935 | $14.52  | Postsecondary nanodegree award | None |   |   |
| 31-9097 | Phlebotomists | 1,516 | 1,799 | 283 | $14.60  | Postsecondary nondegree award | None |   |   |
| 33-1012 | First-Line Supervisors of Police and Detectives | 2,507 | 2,653 | 147 | $35.25  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 33-2011 | Firefighters | 3,704 | 4,045 | 342 | $20.18  | Postsecondary nondegree award | Long-term on-the-job training |   |   |
| 33-3051 | Police and Sheriff's Patrol Officers | 8,630 | 9,311 | 681 | $20.71  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 41-3021 | Insurance Sales Agents | 10,127 | 10,887 | 760 | $22.28  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Information and Finance Services |
| 41-3031 | Securities, Commodities, and Financial Services Sales Agents | 1,916 | 2,021 | 107 | $22.10  | Bachelor's degree | Moderate-term on-the-job training |   | Information and Finance Services |
| 41-3099 | Sales Representatives, Services, All Other | 10,042 | 10,528 | 487 | $21.69  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Agriculture and Bioscience and Transport and Distribution |
| 41-9022 | Real Estate Sales Agents | 6,372 | 6,609 | 237 | $19.51  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 43-4131 | Loan Interviewers and Clerks | 4,178 | 4,351 | 174 | $15.48  | High school diploma or equivalent | Short-term on-the-job training | Y | Information and Finance Services |
| 43-5032 | Dispatchers, Except Police, Fire, and Ambulance | 2,307 | 2,443 | 136 | $18.05  | High school diploma or equivalent | Moderate-term on-the-job training |   | Transport and Distribution |
| 43-5061 | Production, Planning, and Expediting Clerks | 6,543 | 6,891 | 347 | $22.89  | High school diploma or equivalent | Moderate-term on-the-job training |   | Aerospace and Defense |
| 43-6013 | Medical Secretaries | 10,258 | 10,994 | 736 | $14.89  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 43-9041 | Insurance Claims and Policy Processing Clerks | 2,309 | 2,343 | 34 | $18.79  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Information and Finance Services |
| 47-1011 | First-Line Supervisors of Construction Trades and Extraction Workers | 11,645 | 12,679 | 1,033 | $29.08  | High school diploma or equivalent | None | Y | Energy |
| 47-2073 | Operating Engineers and Other Construction Equipment Operators | 6,928 | 7,776 | 848 | $18.59  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Energy |
| 47-2111 | Electricians | 7,764 | 8,493 | 729 | $23.21  | High school diploma or equivalent | Apprenticeship | Y |   |
| 47-2152 | Plumbers, Pipefitters, and Steamfitters | 7,546 | 8,357 | 811 | $22.89  | High school diploma or equivalent | Apprenticeship | Y |   |
| 47-4011 | Construction and Building Inspectors | 2,329 | 2,486 | 157 | $23.44  | High school diploma or equivalent | Moderate-term on-the-job training |   |   |
| 47-4051 | Highway Maintenance Workers | 3,009 | 3,192 | 184 | $15.85  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 49-1011 | First-Line Supervisors of Mechanics, Installers, and Repairers | 7,333 | 7,699 | 367 | $31.41  | High school diploma or equivalent | None | Y | Agriculture and Bioscience |
| 49-3011 | Aircraft Mechanics and Service Technicians | 5,613 | 5,870 | 257 | $28.59  | Postsecondary nanodegree award | None |   | Aerospace and Defense |
| 49-3031 | Bus and Truck Mechanics and Diesel Engine Specialists | 4,188 | 4,464 | 276 | $20.00  | High school diploma or equivalent | Long-term on-the-job training | Y | Transport and Distribution |
| 49-3042 | Mobile Heavy Equipment Mechanics, Except Engines | 2,543 | 2,787 | 243 | $22.47  | High school diploma or equivalent | Long-term on-the-job training | Y |   |
| 49-9021 | Heating, Air Conditioning, and Refrigeration Mechanics and Installers | 4,417 | 4,863 | 446 | $19.40  | Postsecondary nondegree award | Long-term on-the-job training |   |   |
| 49-9041 | Industrial Machinery Mechanics | 4,996 | 5,630 | 634 | $24.71  | High school diploma or equivalent | Long-term on-the-job training | Y | Energy |
| 49-9043 | Maintenance Workers, Machinery | 4,360 | 4,638 | 278 | $23.26  | High school diploma or equivalent | Long-term on-the-job training | Y |   |
| 49-9051 | Electrical Power-Line Installers and Repairers | 2,105 | 2,221 | 115 | $26.89  | High school diploma or equivalent | Long-term on-the-job training | Y |   |
| 49-9071 | Maintenance and Repair Workers, General | 17,704 | 18,793 | 1,089 | $15.57  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Agriculture and Bioscience, and Energy |
| 49-9099 | Installation, Maintenance, and Repair Workers, All Other | 1,572 | 1,695 | 124 | $19.70  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Agriculture and Bioscience |
| 51-2011 | Aircraft Structure, Surfaces, Rigging, and Systems Assemblers | 2,382 | 2,816 | 435 | $22.86  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Aerospace and Defense |
| 51-2028 | Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers | 3,137 | 3,226 | 89 | $15.24  | High school diploma or equivalent | Moderate-term on-the-job training |   | Aerospace and Defense and Energy |
| 51-4011 | Computer-Controlled Machine Tool Operators, Metal and Plastic | 3,233 | 3,339 | 106 | $18.42  | High school diploma or equivalent | Moderate-term on-the-job training | Y | Aerospace and Defense |
| 51-4041 | Machinists | 5,429 | 5,896 | 467 | $20.66  | High school diploma or equivalent | Long-term on-the-job training | Y | Aerospace and Defense and Energy |
| 51-4081 | Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic | 2,162 | 2,304 | 143 | $16.31  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 51-4121 | Welders, Cutters, Soldiers, and Braziers | 10,830 | 11,662 | 832 | $19.99  | High school diploma or equivalent | Moderate-term on-the-job training | Y |   |
| 51-8031 | Water and Wastewater Treatment Plant and System Operators | 1,974 | 2,041 | 67 | $16.46  | High school diploma or equivalent | Long-term on-the-job training |   |   |
| 51-9121 | Coating, Painting, and Spraying Machine Setters, Operators, and Tenders | 1,967 | 2,084 | 116 | $16.36  | High school diploma or equivalent | Moderate-term on-the-job training |   |   |
| 53-1048 | First-line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors | 5,105 | 5,531 | 426 | $24.41  | High school diploma or equivalent | None |   | Transport and Distribution |
| 53-3032 | Heavy and Tractor-Trailer Truck Drivers | 30,281 | 32,732 | 2,451 | $20.01  | Postsecondary nanodegree award | Short-term on-the-job training |   | Agriculture and Bioscience, Energy, and Transport and Distribution |

|  |
| --- |
| 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: [2020-2022 Critical Occupations](https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/) - Oklahoma Office of Workforce Development

|  |
| --- |
| Employment Validation Statement |
|  |  |  |  |  |  |  |  |  |
| OKJM PID: |   |  |  |  |  |
| Participant Name: |   |
|  |  | Last |  |  | First |  |  | MI |
|  |  |  |  |  |  |  |  |  |
| Verification provided by: |   | Employer |   | Client |  |  |
| Type of contact (telephone, email, mail, etc.): |   |
| Name of Individual Providing Information: |   |
| Telephone Number of Individual Providing Information: |   |
| Employer Name: |   |
| City and State: |   |
| Employer Contact Information: |   |   |
|  |  |  | Phone Number: |  | Email Address: |  |
| Job Title: |   |
| Employment Start Date: |   |
| Average hours per week: |   |
| Hourly Wage: |  |   |
| Fringe Benefits Offered?: |   | Yes |   | No |  |  |
| Fringe Benefits Taken?: |   | Yes |   | No |  |  |
| Employment End Date (if Applicable): |   |
| Reason for Leaving: |   |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|   |
| Signature & Date of Individual Providing Information | Printed Name |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |
| Signature & Date of Staff Taking Information | Printed Name |
|  |  |  |  |  |  |  |  |  |
| I attest that the information provided is true to the best of my knowledge, and is reported accurately. I understand that NEWDB staff or its contracted service provider may reach out to the identified employer to validate the accuracy of the provided information. |
| \* Note for Title I Service provider: This document by its self is not sufficient for supplemental wage data. For supplemental wage data requirements, reference the current Data Validation Policy. |