



# **Workforce Innovation and Opportunity Act**

# **Demand Occupations & Skills**

# **List Policy**

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# 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.

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

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## **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.

### **A. 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
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 [2020-2022 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.

### **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.

The Demand Occupations will be reviewed by the NEWDB at the first meeting of each program year (or

more frequently, if necessary) and 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 Members Present**

**8.10.2022**

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	

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<b>11-3121</b>	Human Resources Managers	1,724	1,825	101	\$40.90	Bachelor's degree	None		
<b>11-9032</b>	Education Administrators, Elementary and Secondary School	3,315	3,336	21	\$33.81	Master's degree	None		
<b>11-9041</b>	Architectural and Engineering Managers	2,044	2,223	179	\$60.08	Bachelor's degree	None		Aerospace and Defense
<b>11-9111</b>	Medical and Health Services Managers	6,740	7,191	451	\$37.86	Bachelor's degree	None		
<b>11-9141</b>	Property, Real Estate, and Community Association Managers	3,348	3,515	167	\$30.97	High school diploma or equivalent	None	Y	
<b>11-9199</b>	Managers, All Other	7,620	8,312	692	\$27.39	Bachelor's degree	None	Y	Transport and Distribution
<b>13-1041</b>	Compliance Officers	4,098	4,283	184	\$26.24	Bachelor's degree	Moderate-term on-the-job training		
<b>13-1051</b>	Cost Estimators	2,083	2,263	180	\$28.97	Bachelor's degree	Moderate-term on-the-job training		
<b>13-1071</b>	Human Resources Specialists	7,272	7,611	339	\$24.45	Bachelor's degree	None		Transport and Distribution
<b>13-1081</b>	Logisticians	4,086	4,337	250	\$35.14	Bachelor's degree	None		Aerospace and Defense
<b>13-1111</b>	Management Analysts	6,301	7,055	753	\$36.28	Bachelor's degree	None		Information and Finance Services and Transport and Distribution
<b>13-1151</b>	Training and Development Specialists	4,817	5,021	203	\$24.97	Bachelor's degree	None		
<b>13-1161</b>	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
<b>13-2011</b>	Accountants and Auditors	15,758	17,046	1,288	\$31.43	Bachelor's degree	None		Energy, Information and Finance Services, and Transport and Distribution



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<b>13-2051</b>	Financial Analysts	1,740	1,906	166	\$30.35	Bachelor's degree	None		Information and Finance Services
<b>13-2052</b>	Personal Financial Advisors	1,696	1,830	134	\$30.78	Bachelor's degree	Long-term on-the-job training		Information and Finance Services
<b>13-2072</b>	Loan Officers	3,966	4,135	169	\$29.41	Bachelor's degree	Moderate-term on-the-job training		Information and Finance Services
<b>13-2082</b>	Tax Preparers	1,809	1,954	146	\$19.87	High school diploma or equivalent	Moderate-term on-the-job training	Y	
<b>15-1132</b>	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
<b>15-1141</b>	Database Administrators	1,528	1,565	36	\$31.84	Bachelor's degree	None		
<b>15-1142</b>	Network and Computer Systems Administrators	3,072	3,175	103	\$32.97	Bachelor's degree	None		
<b>15-1151</b>	Computer User Support Specialists	7,343	7,691	348	\$21.17	Some college, no degree	None	Y	Agriculture and Bioscience
<b>15-1199</b>	Computer Occupations, All Other	3,091	3,340	250	\$37.48	Bachelor's degree	None		Agriculture and Bioscience
<b>17-2051</b>	Civil Engineers	2,649	2,813	163	\$40.47	Bachelor's degree	None		
<b>17-2071</b>	Electrical Engineers	1,474	1,638	164	\$46.03	Bachelor's degree	None		Aerospace and Defense
<b>17-2112</b>	Industrial Engineers	1,792	2,178	386	\$39.56	Bachelor's degree	None		Aerospace and Defense and Energy
<b>17-2141</b>	Mechanical Engineers	2,978	3,288	309	\$40.47	Bachelor's degree	None		Aerospace and Defense
<b>17-2171</b>	Petroleum Engineers	1,946	2,062	117	\$62.05	Bachelor's degree	None		Energy
<b>21-1012</b>	Educational, Guidance, School, and Vocational Counselors	3,847	3,899	52	\$20.43	Master's degree	None		
<b>21-1018</b>	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	3,725	4,245	520	\$22.23	Bachelor's degree	None		

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<b>21-1021</b>	Child, Family, and School Social Workers	6,455	6,716	262	\$16.89	Bachelor's degree	None		
<b>21-1022</b>	Healthcare Social Workers	2,026	2,128	103	\$22.27	Master's degree	Internship/residency		
<b>23-1011</b>	Lawyers	8,277	8,437	160	\$42.13	Doctoral or professional degree	None		
<b>23-2011</b>	Paralegals and Legal Assistants	3,092	3,315	223	\$21.82	Associate's degree	None		
<b>25-3097</b>	Teachers and Instructors, All Other	3,358	3,596	239	\$17.50	Bachelor's degree	None		
<b>27-1024</b>	Graphic Designers	2,056	2,111	55	\$18.23	Bachelor's degree	None		
<b>29-1062</b>	Family and General Practitioners	2,800	2,888	87	\$101.88	Doctoral or professional degree	Internship/residency		
<b>29-1069</b>	Physicians and Surgeons, All Other	2,913	3,122	208	\$57.86	Doctoral or professional degree	Internship/residency		
<b>29-1071</b>	Physician Assistants	1,446	1,669	223	\$49.95	Master's degree	None		
<b>29-1123</b>	Physical Therapists	2,511	2,781	269	\$41.50	Doctoral or professional degree	None		
<b>29-1127</b>	Speech-Language Pathologists	1,905	2,156	251	\$31.89	Master's degree	Internship/residency		
<b>29-1131</b>	Veterinarians	1,449	1,625	176	\$38.01	Doctoral or professional degree	None		
<b>29-1141</b>	Registered Nurses	30,448	32,039	1,591	\$29.69	Bachelor's degree	None		
<b>29-1171</b>	Nurse Practitioners	1,680	1,929	249	\$50.05	Master's degree	None		
<b>29-2018</b>	Clinical Laboratory Technologists and Technicians	4,078	4,414	337	\$22.48	Bachelor's degree	None		
<b>29-2021</b>	Dental Hygienists	2,372	2,570	198	\$37.08	Associate's degree	None		
<b>29-2034</b>	Radiologic Technologists	2,486	2,608	121	\$26.12	Associate's degree	None		
<b>29-2041</b>	Emergency Medical Technicians and Paramedics	3,627	3,967	340	\$14.65	Postsecondary nondegree award	None		

<b>29-2071</b>	Medical Records and Health Information Technicians	3,437	3,616	179	\$16.97	Postsecondary nondegree award	None		
<b>29-9011</b>	Occupational Health and Safety Specialists	1,561	1,673	112	\$31.31	Bachelor's degree	None		
<b>31-2021</b>	Physical Therapist Assistants	1,470	1,648	178	\$28.95	Associate's degree	None		
<b>31-9091</b>	Dental Assistants	4,174	4,490	316	\$17.40	Postsecondary nondegree award	None		
<b>31-9092</b>	Medical Assistants	8,840	9,775	935	\$14.52	Postsecondary nanodegree award	None		
<b>31-9097</b>	Phlebotomists	1,516	1,799	283	\$14.60	Postsecondary nondegree award	None		
<b>33-1012</b>	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	
<b>33-2011</b>	Firefighters	3,704	4,045	342	\$20.18	Postsecondary nondegree award	Long-term on-the-job training		
<b>33-3051</b>	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	
<b>41-3021</b>	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
<b>41-3031</b>	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
<b>41-3099</b>	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
<b>41-9022</b>	Real Estate Sales Agents	6,372	6,609	237	\$19.51	High school diploma or equivalent	Moderate-term on-the-job training	Y	
<b>43-4131</b>	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
<b>43-5032</b>	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

<b>43-5061</b>	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
<b>43-6013</b>	Medical Secretaries	10,258	10,994	736	\$14.89	High school diploma or equivalent	Moderate-term on-the-job training	Y	
<b>43-9041</b>	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
<b>47-1011</b>	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
<b>47-2073</b>	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
<b>47-2111</b>	Electricians	7,764	8,493	729	\$23.21	High school diploma or equivalent	Apprenticeship	Y	
<b>47-2152</b>	Plumbers, Pipefitters, and Steamfitters	7,546	8,357	811	\$22.89	High school diploma or equivalent	Apprenticeship	Y	
<b>47-4011</b>	Construction and Building Inspectors	2,329	2,486	157	\$23.44	High school diploma or equivalent	Moderate-term on-the-job training		
<b>47-4051</b>	Highway Maintenance Workers	3,009	3,192	184	\$15.85	High school diploma or equivalent	Moderate-term on-the-job training	Y	
<b>49-1011</b>	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
<b>49-3011</b>	Aircraft Mechanics and Service Technicians	5,613	5,870	257	\$28.59	Postsecondary nanodegree award	None		Aerospace and Defense
<b>49-3031</b>	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
<b>49-3042</b>	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	

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<b>49-9021</b>	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	4,417	4,863	446	\$19.40	Postsecondary nondegree award	Long-term on-the-job training		
<b>49-9041</b>	Industrial Machinery Mechanics	4,996	5,630	634	\$24.71	High school diploma or equivalent	Long-term on-the-job training	Y	Energy
<b>49-9043</b>	Maintenance Workers, Machinery	4,360	4,638	278	\$23.26	High school diploma or equivalent	Long-term on-the-job training	Y	
<b>49-9051</b>	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	
<b>49-9071</b>	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
<b>49-9099</b>	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
<b>51-2011</b>	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
<b>51-2028</b>	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
<b>51-4011</b>	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
<b>51-4041</b>	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
<b>51-4081</b>	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	

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<b>51-4121</b>	Welders, Cutters, Soldiers, and Braziers	10,830	11,662	832	\$19.99	High school diploma or equivalent	Moderate-term on-the-job training	Y	
<b>51-8031</b>	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		
<b>51-9121</b>	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		
<b>53-1048</b>	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
<b>53-3032</b>	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](#) - 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.



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