

**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.



Equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

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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: (29 CFR 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.

## **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. Target sectors identified in the 2022 Local Area Briefing for Northeast Oklahoma include the following:

* Aerospace and Defense
* Agribusiness and Bioscience
* Energy (Renewable and Traditional)
* Information and Financial Services
* Manufacturing
* Transportation and Logistics (includes automotive)

1. Complementary sectors identified in the 2022 Local Area Briefing include:

* Construction
* Healthcare
* Education
* Creative Industries

1. Other Sectors identified as being in need by NEWDB include:

* Advanced Manufacturing
* Information Technology

1. Emerging Sectors follow:

* Finance and Insurance
* Utilities
* Construction
* Health Care and Social Assistance

Northeast Oklahoma’s top industries by total jobs, as identified in the 2022 Area Briefing include the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAICS** | **Description** | **2021 Jobs** | **Percentage of Total Employment** |
| 90 | Government | 19,750 | 23.4% |
| 44 | Retail Trade | 10,773 | 12.8% |
| 62 | Health Care and Social Assistance | 9,743 | 11.6% |
| 31 | Manufacturing | 9,417 | 11.2% |
| 7 | Accommodation and Food Services | 7,657 | 9.1% |
| 23 | Construction | 4,454 | 5.3% |
| 56 | Administrative and Support and Waste Management and Remediation Services | 4,009 | 4.8% |
| 21 | Mining, Quarrying, and Oil and Gas Extraction | 3,113 | 3.7% |
| 42 | Wholesale Trade | 2,196 | 2.6% |
| 81 | Other Services (except Public Administration) | 2,169 | 2.6% |

## **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 will 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 a list of occupations that are “in-demand” in the NEWDB service delivery area, by leveraging Critical Occupations and Target Industry Sector data from EMSI/Lightcast as identified through the 2022 Local Area Briefing provided by OOWD. These demand standards allow NEWDB 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 OOWD and Northeast Area’s critical occupations lists (see attachments A & B respectively), and
* Make job-training programs that lead to self-sufficiency a priority.

In addition to the occupations listed as critical occupations, NEWDB recognizes occupations that are related to one of NEWDB’s targeted industry sectors that have at least 20+ job openings in the NEWDB service delivery area and provides a median wage of at least $13.50/hr. These instances will also be considered demand occupations. As the NEWDB focuses on Quality Jobs and works to expand the emphasis of Quality Jobs with area businesses, the NEWDB will seek to make incremental gains over the coming years in the related median wage.

As required by the NEWDB ITA policy, eligible participants requesting Occupational Skills Training must have those training opportunities linked to a demand occupation (as defined below). A participant that is eligible for training services may request training for an in-demand occupation in another workforce board service area to which the participant is willing to relocate or commute for employment.

In summary, a demand occupation as defined by this policy is an occupation that:

* Is on the State Critical Occupations List (Attachment A),
* Is on the Local Area Critical Occupations List (Attachment B),
  + Is related to one of the Target Industry Sectors, has at least 20 job openings in the NEWDB Service Delivery area, and provides a median wage of at least $13.50/hour (Note: For eligible participants seeking Occupational Skills Training in occupations earning a wage of less than $13.50 hour, exceptions may be granted with prior approval from the NEWDB Executive Director.)
* Or,
* Is an occupation for which the participant has received an employment offer that is contingent on the successful completion of training.

## **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 2022-2024 Critical Occupations list is outlined in Attachment A.

The Northeast Oklahoma Critical Occupations list, provided to NEWDB as part of the 2022 Area Briefing is outlined in Attachment B.

## **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).

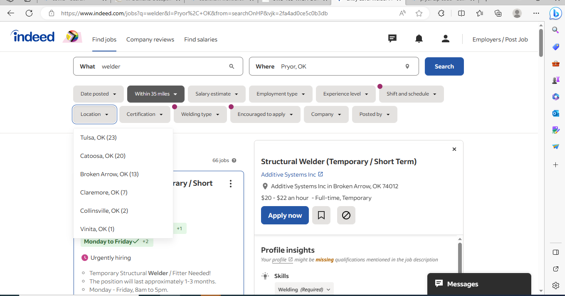
Demand Skills may include general workplace skills and competencies that have been recommended by private or public research organizations.

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.

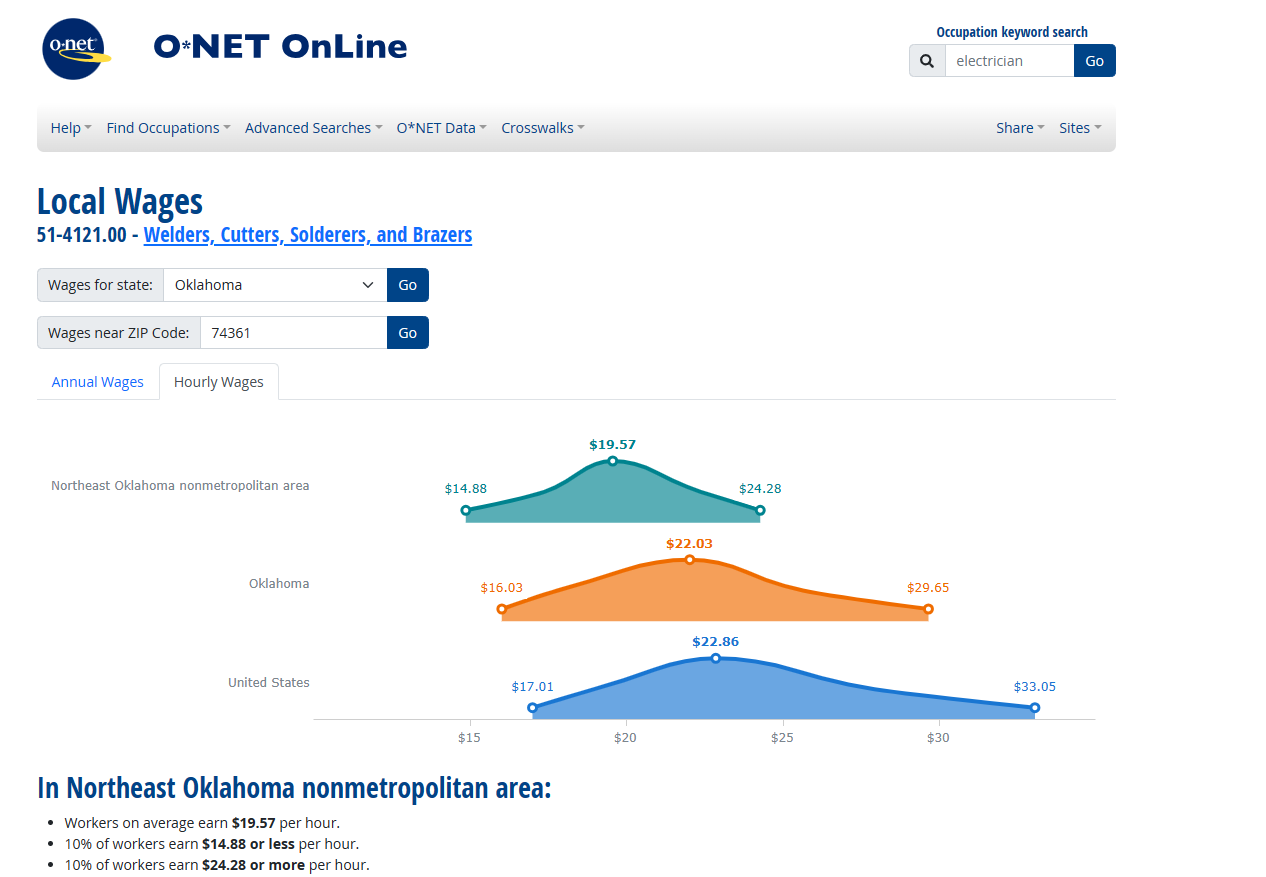
The NEWDB Approved Demand Skills are:

1. Microsoft Office Products: Word, Excel, PowerPoint, 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
12. **Required Documentation for Occupations Not Included on the Critical Occupations List**

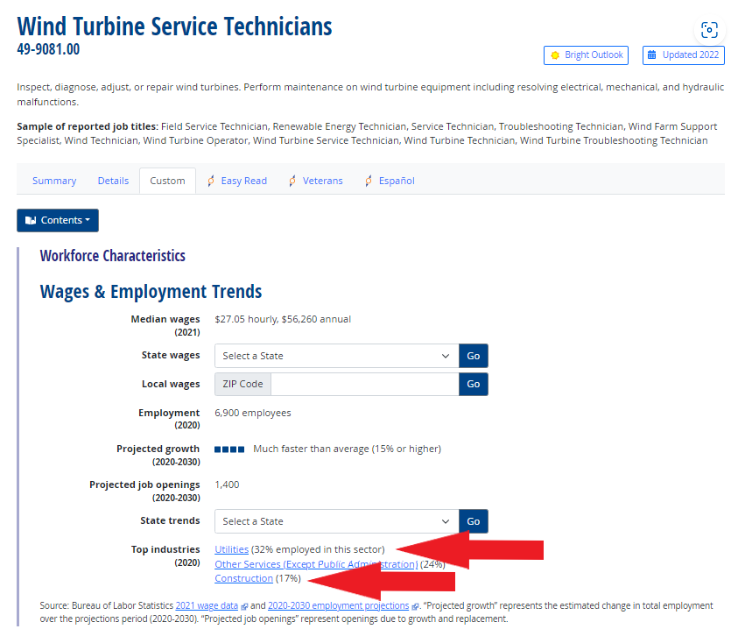
* As required in Section B, in order to show an occupation has at least 20+ job openings in the NEWDB service area, the documentation below is required:
  + A printout of an employment search showing at least 20+ job openings for the training occupation. Tools such as O\*Net Online, Indeed, or OKJobMatch may be utilized for this purpose. An example is below:



* As required in Section B, in order to show an occupation has a median wage of at least $13.50 hour, a printout from the Wages & Employment Trends for the local area will be provided. An example is below:



* 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. An example of this is below:



* + In this example, the red arrows show that the Wind Turbine Service Technicians are related to the Utilities and Construction industries, both of which are established as emerging sectors in this policy.

## **EXCEPTIONS**

Exceptions to the occupations list attached may be considered in extreme circumstances. The occupation in question must be presented to 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, the service provider will use the attached “Employment Validation Statement” or other agreed-upon 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—2022-2024 Critical Occupations

Attachment B – 2022 Northeast Critical Occupations List

Attachment C – Employment Validation Statement

# APPROVED by:

**NEWDB Members Present 08/09/2023**

*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**

# **2022-2024 Oklahoma Critical Occupations**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SOC** | **Description** | **2021 Jobs** | **2030 Jobs** | **2021 — 2030 Change** | **2021-2030 % Change** | **Median Hourly Earnings** | **Median Annual Earnings** | **Avg. Annual Openings** | **Typical Entry Level Education** | **Typical On-The-Job Training** |
| 11-1021 | General and Operations Managers | 30,297 | 32,542 | 2,245 | 7% | $37.57 | $78,145.60 | 2,865 | Bachelor’s degree | None |
| 11-2021 | Marketing Managers | 1,251 | 1,439 | 188 | 15% | $50.36 | $104,748.80 | 132 | Bachelor’s degree | None |
| 11-3021 | Computer and Information Systems Managers | 3,165 | 3,374 | 209 | 7% | $57.70 | $120,016.00 | 295 | Bachelor’s degree | None |
| 11-3031 | Financial Managers | 5,793 | 6,531 | 738 | 13% | $55.79 | $116,043.20 | 516 | Bachelor’s degree | None |
| 11-3071 | Transportation, Storage, and Distribution Managers | 1,230 | 1,353 | 123 | 10% | $35.80 | $74,464.00 | 121 | High school diploma or equivalent | None |
| 11-3121 | Human Resources Managers | 1,339 | 1,436 | 97 | 7% | $47.59 | $98,987.20 | 132 | Bachelor’s degree | None |
| 11-9013 | Farmers, Ranchers, and Other Agricultural Managers | 2,181 | 2,283 | 101 | 5% | $17.54 | $36,479.68 | 306 | High school diploma or equivalent | None |
| 11-9021 | Construction Managers | 2,911 | 3,156 | 246 | 8% | $43.61 | $90,708.80 | 283 | Bachelor’s degree | Moderate-term on-the-job training |
| 11-9032 | Education Administrators, Kindergarten through Secondary | 3,144 | 3,296 | 152 | 5% | $37.11 | $77,190.00 | 268 | Master’s degree | None |
| 11-9111 | Medical and Health Services Managers | 5,499 | 6,582 | 1,083 | 20% | $39.75 | $82,680.00 | 578 | Bachelor’s degree | None |
| 11-9199 | Managers, All Other | 2,389 | 2,691 | 302 | 13% | $43.79 | $91,083.20 | 231 | Bachelor’s degree | None |
| 13-1071 | Human Resources Specialists | 7,497 | 8,103 | 607 | 8% | $23.86 | $49,628.80 | 852 | Bachelor’s degree | None |
| 13-1081 | Logisticians | 3,307 | 3,891 | 583 | 18% | $37.25 | $77,480.00 | 363 | Bachelor’s degree | None |
| 13-1082 | Project Management Specialists | 7,008 | 7,184 | 177 | 3% | $37.30 | $77,584.00 | 609 | Bachelor’s degree | None |
| 13-1111 | Management Analysts | 4,592 | 5,175 | 583 | 13% | $37.80 | $78,624.00 | 514 | Bachelor’s degree | None |
| 13-1121 | Meeting, Convention, and Event Planners | 877 | 1,073 | 196 | 22% | $22.54 | $46,883.20 | 135 | Bachelor’s degree | None |
| 13-1151 | Training and Development Specialists | 3,892 | 4,088 | 196 | 5% | $25.69 | $53,435.20 | 431 | Bachelor’s degree | None |
| 13-1161 | Market Research Analysts and Marketing Specialists | 6,106 | 7,171 | 1,065 | 17% | $23.92 | $49,753.60 | 755 | Bachelor’s degree | None |
| 13-1199 | Business Operations Specialists, All Other | 5,927 | 6,441 | 514 | 9% | $36.26 | $75,420.80 | 531 | Bachelor’s degree | None |
| 13-2011 | Accountants and Auditors | 15,210 | 16,331 | 1,121 | 7% | $34.29 | $71,323.20 | 1,550 | Bachelor’s degree | None |
| 13-2051 | Financial and Investment Analysts | 1,636 | 1,735 | 99 | 6% | $30.62 | $63,689.60 | 163 | Bachelor’s degree | None |
| 13-2052 | Personal Financial Advisors | 1,283 | 1,382 | 98 | 8% | $37.16 | $77,292.80 | 139 | Bachelor’s degree | Long-term on-the-job training |
| 13-2082 | Tax Preparers | 1,183 | 1,329 | 146 | 12% | $17.02 | $35,401.60 | 188 | High school diploma or equivalent | Moderate-term on-the-job training |
| 15-1211 | Computer Systems Analysts | 3,199 | 3,292 | 93 | 3% | $38.08 | $79,206.40 | 305 | Bachelor’s degree | None |
| 15-1212 | Information Security Analysts | 960 | 1,203 | 243 | 25% | $38.39 | $79,851.20 | 106 | Bachelor’s degree | None |
| 15-1232 | Computer User Support Specialists | 6,423 | 6,437 | 14 | 0% | $22.80 | $47,424.00 | 609 | Some college, no degree | None |
| 15-1244 | Network and Computer Systems Administrators | 2,550 | 2,563 | 13 | 1% | $37.03 | $77,022.40 | 216 | Bachelor’s degree | None |
| 15-1252 | Software Developers | 5,971 | 7,374 | 1,403 | 23% | $45.85 | $95,368.00 | 629 | Bachelor’s degree | None |
| 15-1253 | Software Quality Assurance Analysts and Testers | 1,260 | 1,486 | 226 | 18% | $23.17 | $48,193.60 | 130 | Bachelor’s degree | None |
| 15-2051 | Data Scientists | 1,074 | 1,262 | 187 | 17% | $36.05 | $74,984.00 | 123 | Bachelor’s degree | None |
| 17-2071 | Electrical Engineers | 1,749 | 1,770 | 21 | 1% | $47.52 | $98,841.60 | 161 | Bachelor’s degree | None |
| 17-2112 | Industrial Engineers | 1,963 | 2,252 | 289 | 15% | $39.25 | $81,640.00 | 179 | Bachelor’s degree | None |
| 17-2141 | Mechanical Engineers | 2,232 | 2,273 | 41 | 2% | $43.43 | $90,334.40 | 181 | Bachelor’s degree | None |
| 17-2199 | Engineers, All Other | 1,949 | 1,958 | 9 | 0% | $45.95 | $95,576.00 | 172 | Bachelor’s degree | None |
| 19-5011 | Occupational Health and Safety Specialists | 1,155 | 1,162 | 8 | 1% | $30.97 | $64,417.60 | 111 | Bachelor’s degree | None |
| 21-1012 | Educational, Guidance, and Career Counselors and Advisors | 3,624 | 3,691 | 67 | 2% | $23.70 | $49,296.00 | 375 | Master’s degree | None |
| 21-1018 | Substance Abuse, Behavioral Disorder, and Mental Health Counselors | 3,633 | 4,267 | 634 | 17% | $22.84 | $47,507.20 | 471 | Bachelor’s degree | None |
| 21-1021 | Child, Family, and School Social Workers | 5,760 | 5,973 | 213 | 4% | $20.13 | $41,870.40 | 671 | Bachelor’s degree | None |
| 21-1022 | Healthcare Social Workers | 2,237 | 2,308 | 71 | 3% | $23.12 | $48,089.60 | 238 | Master’s degree | Internship/residency |
| 21-1091 | Health Education Specialists | 884 | 929 | 45 | 5% | $28.90 | $60,112.00 | 114 | Bachelor’s degree | None |
| 23-1011 | Lawyers | 6,959 | 7,034 | 75 | 1% | $45.31 | $94,244.80 | 401 | Doctoral or professional degree | None |
| 25-2031 | Secondary School Teachers, Except Special and Career/Technical Education | 16,047 | 16,759 | 712 | 4% | $23.91 | $49,730.00 | 1,294 | Bachelor’s degree | None |
| 25-2058 | Special Education Teachers, Secondary School | 1,768 | 1,821 | 52 | 3% | $28.94 | $60,190.00 | 157 | Bachelor’s degree | None |
| 25-9031 | Instructional Coordinators | 2,567 | 2,594 | 26 | 1% | $23.97 | $49,857.60 | 273 | Master’s degree | None |
| 27-1024 | Graphic Designers | 1,329 | 1,423 | 95 | 7% | $22.46 | $46,716.80 | 172 | Bachelor’s degree | None |
| 27-2022 | Coaches and Scouts | 2,290 | 2,725 | 435 | 19% | $15.84 | $32,950.00 | 398 | Bachelor’s degree | None |
| 29-1123 | Physical Therapists | 2,025 | 2,307 | 283 | 14% | $38.09 | $79,227.20 | 146 | Doctoral or professional degree | None |
| 29-1126 | Respiratory Therapists | 1,784 | 2,001 | 217 | 12% | $28.91 | $60,132.80 | 135 | Associate’s degree | None |
| 29-1127 | Speech-Language Pathologists | 1,771 | 2,114 | 343 | 19% | $36.89 | $76,731.20 | 159 | Master’s degree | Internship/residency |
| 29-1141 | Registered Nurses | 31,164 | 31,853 | 688 | 2% | $29.89 | $62,171.20 | 2,077 | Bachelor’s degree | None |
| 29-1171 | Nurse Practitioners | 2,548 | 3,384 | 837 | 33% | $52.72 | $109,657.60 | 244 | Master’s degree | None |
| 29-1229 | Physicians, All Other | 2,117 | 2,156 | 39 | 2% | $100.00 | $208,000.00 | 109 | Doctoral or professional degree | Internship/residency |
| 29-1292 | Dental Hygienists | 2,289 | 2,503 | 214 | 9% | $38.17 | $79,393.60 | 219 | Associate’s degree | None |
| 29-2018 | Clinical Laboratory Technologists and Technicians | 4,289 | 4,479 | 190 | 4% | $22.59 | $46,987.20 | 349 | Bachelor’s degree | None |
| 29-2034 | Radiologic Technologists and Technicians | 2,808 | 2,865 | 56 | 2% | $28.87 | $60,049.60 | 244 | Associate’s degree | None |
| 29-2043 | Paramedics | 1,630 | 1,811 | 181 | 11% | $18.58 | $38,646.40 | 166 | Postsecondary nondegree award | None |
| 29-2055 | Surgical Technologists | 1,705 | 1,737 | 32 | 2% | $22.42 | $46,633.60 | 150 | Postsecondary nondegree award | None |
| 29-2056 | Veterinary Technologists and Technicians | 1,001 | 1,083 | 83 | 8% | $17.13 | $35,630.40 | 106 | Associate’s degree | None |
| 29-2057 | Ophthalmic Medical Technicians | 1,143 | 1,268 | 125 | 11% | $17.48 | $36,358.40 | 114 | Postsecondary nondegree award | None |
| 31-2021 | Physical Therapist Assistants | 1,367 | 1,666 | 299 | 22% | $28.81 | $59,924.80 | 218 | Associate’s degree | None |
| 31-9091 | Dental Assistants | 4,315 | 4,656 | 342 | 8% | $18.04 | $37,523.20 | 598 | Postsecondary nondegree award | None |
| 33-1091 | First-Line Supervisors of Security Workers | 946 | 1,000 | 54 | 6% | $22.51 | $46,820.80 | 117 | High school diploma or equivalent | None |
| 33-2011 | Firefighters | 4,734 | 5,113 | 379 | 8% | $22.85 | $47,528.00 | 449 | Postsecondary nondegree award | Long-term on-the-job training |
| 33-3051 | Police and Sheriff’s Patrol Officers | 8,872 | 9,583 | 711 | 8% | $24.27 | $50,481.60 | 818 | High school diploma or equivalent | Moderate-term on-the-job training |
| 37-1012 | First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers | 1,151 | 1,214 | 63 | 5% | $20.13 | $41,870.40 | 148 | High school diploma or equivalent | None |
| 37-2021 | Pest Control Workers | 1,119 | 1,208 | 89 | 8% | $17.21 | $35,796.80 | 185 | High school diploma or equivalent | Moderate-term on-the-job training |
| 39-9031 | Exercise Trainers and Group Fitness Instructors | 2,492 | 3,833 | 1,341 | 54% | $17.67 | $36,753.60 | 567 | High school diploma or equivalent | Short-term on-the-job training |
| 41-3021 | Insurance Sales Agents | 4,838 | 4,954 | 116 | 2% | $22.60 | $47,008.00 | 540 | High school diploma or equivalent | Moderate-term on-the-job training |
| 41-3031 | Securities, Commodities, and Financial Services Sales Agents | 2,548 | 2,636 | 88 | 3% | $23.54 | $48,963.20 | 269 | Bachelor’s degree | Moderate-term on-the-job training |
| 41-3091 | Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel | 9,875 | 10,196 | 321 | 3% | $23.01 | $47,860.80 | 1,375 | High school diploma or equivalent | Moderate-term on-the-job training |
| 41-9022 | Real Estate Sales Agents | 2,903 | 2,995 | 92 | 3% | $19.02 | $39,561.60 | 342 | High school diploma or equivalent | Moderate-term on-the-job training |
| 43-5031 | Public Safety Telecommunicators | 1,984 | 2,125 | 141 | 7% | $17.48 | $36,358.40 | 218 | High school diploma or equivalent | Moderate-term on-the-job training |
| 43-5032 | Dispatchers, Except Police, Fire, and Ambulance | 1,902 | 1,935 | 33 | 2% | $18.46 | $38,396.80 | 228 | High school diploma or equivalent | Moderate-term on-the-job training |
| 43-5061 | Production, Planning, and Expediting Clerks | 5,409 | 5,521 | 112 | 2% | $22.82 | $47,465.60 | 683 | High school diploma or equivalent | Moderate-term on-the-job training |
| 43-6013 | Medical Secretaries and Administrative Assistants | 8,616 | 8,948 | 332 | 4% | $17.47 | $36,337.60 | 1,132 | High school diploma or equivalent | Moderate-term on-the-job training |
| 47-2111 | Electricians | 7,566 | 7,848 | 283 | 4% | $25.12 | $52,249.60 | 937 | High school diploma or equivalent | Apprenticeship |
| 47-2152 | Plumbers, Pipefitters, and Steamfitters | 6,013 | 6,039 | 25 | 0% | $22.83 | $47,486.40 | 758 | High school diploma or equivalent | Apprenticeship |
| 47-2221 | Structural Iron and Steel Workers | 1,251 | 1,273 | 21 | 2% | $22.97 | $47,777.60 | 175 | High school diploma or equivalent | Apprenticeship |
| 47-3015 | Helpers—Pipelayers, Plumbers, Pipefitters, and Steamfitters | 1,265 | 1,269 | 4 | 0% | $17.35 | $36,088.00 | 188 | High school diploma or equivalent | Short-term on-the-job training |
| 49-1011 | First-Line Supervisors of Mechanics, Installers, and Repairers | 6,959 | 7,162 | 203 | 3% | $31.20 | $64,896.00 | 724 | High school diploma or equivalent | None |
| 49-2022 | Telecommunications Equipment Installers and Repairers, Except Line Installers | 1,771 | 1,846 | 75 | 4% | $23.21 | $48,276.80 | 286 | Postsecondary nondegree award | Moderate-term on-the-job training |
| 49-2098 | Security and Fire Alarm Systems Installers | 1,005 | 1,150 | 145 | 14% | $22.63 | $47,070.40 | 164 | High school diploma or equivalent | Moderate-term on-the-job training |
| 49-3023 | Automotive Service Technicians and Mechanics | 7,611 | 7,666 | 55 | 1% | $22.20 | $46,176.00 | 850 | Postsecondary nondegree award | Short-term on-the-job training |
| 49-9021 | Heating, Air Conditioning, and Refrigeration Mechanics and Installers | 4,306 | 4,369 | 63 | 1% | $22.69 | $47,195.20 | 499 | Postsecondary nondegree award | Long-term on-the-job training |
| 49-9051 | Electrical Power-Line Installers and Repairers | 2,235 | 2,330 | 95 | 4% | $29.98 | $62,358.40 | 280 | High school diploma or equivalent | Long-term on-the-job training |
| 49-9071 | Maintenance and Repair Workers, General | 15,679 | 16,751 | 1,072 | 7% | $17.27 | $35,921.60 | 1,713 | High school diploma or equivalent | Moderate-term on-the-job training |
| 49-9099 | Installation, Maintenance, and Repair Workers, All Other | 1,109 | 1,210 | 101 | 9% | $17.96 | $37,356.80 | 150 | High school diploma or equivalent | Moderate-term on-the-job training |
| 51-1011 | First-Line Supervisors of Production and Operating Workers | 8,847 | 8,922 | 74 | 1% | $29.58 | $61,526.40 | 1,021 | High school diploma or equivalent | None |
| 51-3023 | Slaughterers and Meat Packers | 1,851 | 2,117 | 266 | 14% | $17.63 | $36,670.40 | 308 | No formal educational credential | Short-term on-the-job training |
| 51-7011 | Cabinetmakers and Bench Carpenters | 1,174 | 1,260 | 86 | 7% | $17.29 | $35,963.20 | 164 | High school diploma or equivalent | Moderate-term on-the-job training |
| 51-8031 | Water and Wastewater Treatment Plant and System Operators | 2,029 | 2,042 | 12 | 1% | $18.05 | $37,544.00 | 243 | High school diploma or equivalent | Long-term on-the-job training |
| 51-9011 | Chemical Equipment Operators and Tenders | 935 | 952 | 17 | 2% | $23.13 | $48,110.40 | 129 | High school diploma or equivalent | Moderate-term on-the-job training |
| 51-9032 | Cutting and Slicing Machine Setters, Operators, and Tenders | 895 | 901 | 6 | 1% | $17.92 | $37,273.60 | 122 | High school diploma or equivalent | Moderate-term on-the-job training |
| 51-9124 | Coating, Painting, and Spraying Machine Setters, Operators, and Tenders | 2,470 | 2,509 | 39 | 2% | $18.07 | $37,585.60 | 321 | High school diploma or equivalent | Moderate-term on-the-job training |
| 51-9199 | Production Workers, All Other | 1,059 | 1,145 | 86 | 8% | $17.63 | $36,670.40 | 188 | High school diploma or equivalent | Moderate-term on-the-job training |
| 53-1047 | First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors | 6,711 | 7,161 | 451 | 7% | $25.21 | $52,436.80 | 805 | High school diploma or equivalent | None |
| 53-3032 | Heavy and Tractor-Trailer Truck Drivers | 24,405 | 25,172 | 767 | 3% | $22.95 | $47,736.00 | 3,267 | Postsecondary nondegree award | Short-term on-the-job training |
| 53-3033 | Light Truck Drivers | 11,122 | 12,352 | 1,231 | 11% | $17.16 | $35,692.80 | 1,412 | High school diploma or equivalent | Short-term on-the-job training |
| 53-7051 | Industrial Truck and Tractor Operators | 7,964 | 9,422 | 1,458 | 18% | $18.31 | $38,084.80 | 1,098 | No formal educational credential | Short-term on-the-job training |
| 53-7081 | Refuse and Recyclable Material Collectors | 2,092 | 2,315 | 222 | 11% | $17.89 | $37,211.20 | 328 | No formal educational credential | Short-term on-the-job training |

Source: [2022-2024 Critical Occupations List](https://oklahomaworks.gov/oklahoma-workforce-data/critical-occupations/) – Oklahoma Office of Workforce Development

2022-2024 – Northeast Oklahoma Critical Occupations

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SOC** | **Description** | **2021 Jobs** | **2030 Jobs** | **2021 - 2030 Change** | **2021 - 2030 % Change** | **Median Hourly Earnings** | **Median Annual Earnings** | **Avg. Annual Openings** | **Typical Entry Level Education** | **Work Experience Required** |
| 11-1021 | General and Operations Managers | 1,573 | 1,798 | 225 | 14% | $35.72 | $74,302.20 | 163 | Bachelor's degree | 5 years or more |
| 11-2021 | Marketing Managers | 42 | 50 | 8 | 19% | $48.78 | $101,464.14 | 6 | Bachelor's degree | 5 years or more |
| 11-3012 | Administrative Services Managers | 227 | 229 | 3 | 1% | $45.14 | $93,888.51 | 23 | Bachelor's degree | Less than 5 years |
| 11-3013 | Facilities Managers | 40 | 45 | 5 | 12% | $29.69 | $61,748.09 | 4 | Bachelor's degree | Less than 5 years |
| 11-3021 | Computer and Information Systems Managers | 132 | 143 | 11 | 8% | $60.08 | $124,960.47 | 14 | Bachelor's degree | 5 years or more |
| 11-3071 | Transportation, Storage, and Distribution Managers | 52 | 58 | 6 | 11% | $29.53 | $61,425.81 | 6 | High school diploma or equivalent | 5 years or more |
| 11-3121 | Human Resources Managers | 62 | 71 | 9 | 15% | $46.37 | $96,449.72 | 7 | Bachelor's degree | 5 years or more |
| 11-9013 | Farmers, Ranchers, and Other Agricultural Managers | 221 | 241 | 20 | 9% | $16.72 | $34,787.98 | 30 | High school diploma or equivalent | 5 years or more |
| 11-9021 | Construction Managers | 158 | 189 | 31 | 19% | $41.80 | $86,937.00 | 18 | Bachelor's degree | None |
| 11-9031 | Education and Childcare Administrators, Preschool and Daycare | 49 | 58 | 9 | 19% | $20.24 | $42,098.50 | 6 | Bachelor's degree | Less than 5 years |
| 11-9111 | Medical and Health Services Managers | 279 | 339 | 60 | 21% | $38.60 | $80,294.38 | 29 | Bachelor's degree | Less than 5 years |
| 11-9151 | Social and Community Service Managers | 91 | 112 | 21 | 23% | $27.90 | $58,038.95 | 11 | Bachelor's degree | Less than 5 years |
| 11-9199 | Managers, All Other | 94 | 110 | 16 | 17% | $39.63 | $82,426.77 | 10 | Bachelor's degree | Less than 5 years |
| 13-1041 | Compliance Officers | 189 | 193 | 4 | 2% | $25.44 | $52,924.27 | 19 | Bachelor's degree | None |
| 13-1071 | Human Resources Specialists | 331 | 381 | 50 | 15% | $24.79 | $51,552.95 | 40 | Bachelor's degree | None |
| 13-1081 | Logisticians | 52 | 69 | 17 | 32% | $34.23 | $71,208.09 | 8 | Bachelor's degree | None |
| 13-1082 | Project Management Specialists | 333 | 365 | 33 | 10% | $32.41 | $67,419.82 | 31 | Bachelor's degree | None |
| 13-1121 | Meeting, Convention, and Event Planners | 38 | 57 | 18 | 48% | $16.43 | $34,170.05 | 6 | Bachelor's degree | None |
| 13-1151 | Training and Development Specialists | 122 | 138 | 16 | 13% | $23.09 | $48,033.88 | 15 | Bachelor's degree | Less than 5 years |
| 13-1161 | Market Research Analysts and Marketing Specialists | 276 | 348 | 72 | 26% | $23.09 | $48,021.97 | 36 | Bachelor's degree | None |
| 13-1199 | Business Operations Specialists, All Other | 152 | 194 | 42 | 28% | $31.71 | $65,951.27 | 16 | Bachelor's degree | None |
| 13-2011 | Accountants and Auditors | 904 | 992 | 88 | 10% | $36.64 | $76,210.61 | 95 | Bachelor's degree | None |
| 13-2028 | Property Appraisers and Assessors | 58 | 58 | 1 | 1% | $22.02 | $45,795.96 | 5 | Bachelor's degree | None |
| 13-2051 | Financial and Investment Analysts | 49 | 53 | 4 | 9% | $31.74 | $66,029.16 | 6 | Bachelor's degree | None |
| 13-2052 | Personal Financial Advisors | 50 | 51 | 2 | 3% | $31.91 | $66,372.22 | 5 | Bachelor's degree | None |
| 15-1241 | Computer Network Architects | 81 | 88 | 7 | 9% | $56.79 | $118,120.59 | 8 | Bachelor's degree | 5 years or more |
| 15-1244 | Network and Computer Systems Administrators | 209 | 211 | 2 | 1% | $43.74 | $90,969.57 | 20 | Bachelor's degree | None |
| 15-1252 | Software Developers | 235 | 293 | 58 | 25% | $48.08 | $99,997.82 | 26 | Bachelor's degree | None |
| 17-2041 | Chemical Engineers | 69 | 81 | 12 | 17% | $61.06 | $127,001.10 | 7 | Bachelor's degree | None |
| 17-2051 | Civil Engineers | 121 | 128 | 7 | 6% | $39.34 | $81,831.91 | 11 | Bachelor's degree | None |
| 17-2111 | Health and Safety Engineers, Except Mining Safety Engineers and Inspectors | 39 | 40 | 1 | 2% | $54.60 | $113,575.10 | 4 | Bachelor's degree | None |
| 17-2199 | Engineers, All Other | 44 | 47 | 3 | 7% | $39.31 | $81,765.57 | 5 | Bachelor's degree | None |
| 17-3011 | Architectural and Civil Drafters | 40 | 41 | 1 | 3% | $23.51 | $48,910.70 | 5 | Associate's degree | None |
| 17-3029 | Engineering Technologists and Technicians, Except Drafters, All Other | 41 | 42 | 1 | 4% | $29.22 | $60,787.11 | 7 | Associate's degree | None |
| 19-2031 | Chemists | 47 | 50 | 3 | 5% | $62.90 | $130,835.86 | 6 | Bachelor's degree | None |
| 19-5011 | Occupational Health and Safety Specialists | 70 | 72 | 2 | 3% | $30.50 | $63,435.55 | 7 | Bachelor's degree | None |
| 21-1013 | Marriage and Family Therapists | 46 | 59 | 13 | 29% | $23.51 | $48,908.49 | 6 | Master's degree | None |
| 21-1018 | Substance Abuse, Behavioral Disorder, and Mental Health Counselors | 231 | 335 | 103 | 45% | $23.43 | $48,734.24 | 36 | Bachelor's degree | None |
| 21-1022 | Healthcare Social Workers | 125 | 134 | 9 | 7% | $21.99 | $45,743.19 | 14 | Master's degree | None |
| 21-1099 | Community and Social Service Specialists, All Other | 54 | 61 | 7 | 14% | $17.38 | $36,152.34 | 10 | Bachelor's degree | None |
| 25-9031 | Instructional Coordinators | 88 | 91 | 3 | 4% | $27.87 | $57,977.71 | 10 | Master's degree | 5 years or more |
| 27-1024 | Graphic Designers | 55 | 72 | 17 | 30% | $21.71 | $45,161.34 | 9 | Bachelor's degree | None |
| 27-2022 | Coaches and Scouts | 129 | 153 | 24 | 19% | $17.13 | $35,639.86 | 24 | Bachelor's degree | None |
| 29-1171 | Nurse Practitioners | 75 | 91 | 16 | 22% | $53.99 | $112,298.15 | 7 | Master's degree | None |
| 29-2043 | Paramedics | 134 | 147 | 13 | 9% | $19.68 | $40,944.59 | 14 | Postsecondary nondegree award | None |
| 29-2056 | Veterinary Technologists and Technicians | 75 | 85 | 10 | 13% | $17.34 | $36,069.96 | 9 | Associate's degree | None |
| 29-2061 | Licensed Practical and Licensed Vocational Nurses | 774 | 781 | 7 | 1% | $21.25 | $44,197.89 | 70 | Postsecondary nondegree award | None |
| 33-1012 | First-Line Supervisors of Police and Detectives | 121 | 125 | 5 | 4% | $41.85 | $87,049.41 | 9 | High school diploma or equivalent | Less than 5 years |
| 33-1091 | First-Line Supervisors of Security Workers | 81 | 87 | 6 | 8% | $22.20 | $46,185.67 | 11 | High school diploma or equivalent | Less than 5 years |
| 33-2011 | Firefighters | 284 | 297 | 13 | 5% | $21.23 | $44,161.38 | 28 | Postsecondary nondegree award | None |
| 33-3051 | Police and Sheriff's Patrol Officers | 725 | 751 | 26 | 4% | $22.62 | $47,050.29 | 65 | High school diploma or equivalent | None |
| 37-1012 | First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers | 82 | 98 | 16 | 19% | $20.13 | $41,862.78 | 13 | High school diploma or equivalent | Less than 5 years |
| 41-1012 | First-Line Supervisors of Non-Retail Sales Workers | 139 | 158 | 20 | 14% | $30.30 | $63,024.33 | 16 | High school diploma or equivalent | Less than 5 years |
| 41-3021 | Insurance Sales Agents | 182 | 184 | 3 | 2% | $18.43 | $38,339.17 | 22 | High school diploma or equivalent | None |
| 41-3091 | Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel | 402 | 509 | 107 | 27% | $20.08 | $41,773.45 | 62 | High school diploma or equivalent | None |
| 43-5061 | Production, Planning, and Expediting Clerks | 267 | 287 | 20 | 8% | $21.99 | $45,737.22 | 36 | High school diploma or equivalent | None |
| 43-5111 | Weighers, Measurers, Checkers, and Samplers, Recordkeeping | 39 | 40 | 1 | 2% | $21.37 | $44,442.74 | 6 | High school diploma or equivalent | None |
| 47-1011 | First-Line Supervisors of Construction Trades and Extraction Workers | 589 | 597 | 8 | 1% | $29.07 | $60,456.03 | 69 | High school diploma or equivalent | 5 years or more |
| 47-2031 | Carpenters | 308 | 327 | 20 | 6% | $18.14 | $37,737.30 | 38 | High school diploma or equivalent | None |
| 47-2073 | Operating Engineers and Other Construction Equipment Operators | 409 | 414 | 5 | 1% | $19.63 | $40,833.20 | 57 | High school diploma or equivalent | None |
| 47-2111 | Electricians | 405 | 449 | 44 | 11% | $26.62 | $55,375.80 | 54 | High school diploma or equivalent | None |
| 47-3013 | Helpers--Electricians | 124 | 128 | 3 | 3% | $17.61 | $36,621.25 | 18 | High school diploma or equivalent | None |
| 47-4051 | Highway Maintenance Workers | 227 | 229 | 2 | 1% | $16.25 | $33,808.40 | 26 | High school diploma or equivalent | None |
| 49-1011 | First-Line Supervisors of Mechanics, Installers, and Repairers | 392 | 429 | 38 | 10% | $29.40 | $61,152.86 | 43 | High school diploma or equivalent | Less than 5 years |
| 49-2022 | Telecommunications Equipment Installers and Repairers, Except Line Installers | 207 | 313 | 105 | 51% | $18.72 | $38,945.31 | 36 | Postsecondary nondegree award | None |
| 49-3021 | Automotive Body and Related Repairers | 109 | 118 | 10 | 9% | $19.92 | $41,429.11 | 14 | High school diploma or equivalent | None |
| 49-3042 | Mobile Heavy Equipment Mechanics, Except Engines | 75 | 83 | 8 | 10% | $23.38 | $48,634.38 | 11 | High school diploma or equivalent | None |
| 49-3051 | Motorboat Mechanics and Service Technicians | 53 | 66 | 13 | 24% | $20.84 | $43,352.89 | 10 | High school diploma or equivalent | None |
| 49-3052 | Motorcycle Mechanics | 39 | 45 | 7 | 18% | $18.59 | $38,672.79 | 6 | Postsecondary nondegree award | None |
| 49-3053 | Outdoor Power Equipment and Other Small Engine Mechanics | 39 | 43 | 4 | 11% | $20.20 | $42,009.64 | 6 | High school diploma or equivalent | None |
| 49-9043 | Maintenance Workers, Machinery | 319 | 344 | 25 | 8% | $28.57 | $59,429.20 | 44 | High school diploma or equivalent | None |
| 49-9099 | Installation, Maintenance, and Repair Workers, All Other | 44 | 54 | 10 | 23% | $17.39 | $36,161.42 | 8 | High school diploma or equivalent | None |
| 51-1011 | First-Line Supervisors of Production and Operating Workers | 716 | 743 | 27 | 4% | $29.01 | $60,342.68 | 89 | High school diploma or equivalent | Less than 5 years |
| 51-4081 | Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic | 131 | 141 | 10 | 8% | $17.41 | $36,216.46 | 23 | High school diploma or equivalent | None |
| 51-8092 | Gas Plant Operators | 90 | 91 | 1 | 1% | $39.88 | $82,960.58 | 10 | High school diploma or equivalent | None |
| 51-8093 | Petroleum Pump System Operators, Refinery Operators, and Gaugers | 83 | 89 | 6 | 7% | $37.46 | $77,914.98 | 11 | High school diploma or equivalent | None |
| 51-9011 | Chemical Equipment Operators and Tenders | 243 | 251 | 8 | 3% | $22.91 | $47,651.01 | 30 | High school diploma or equivalent | None |
| 51-9023 | Mixing and Blending Machine Setters, Operators, and Tenders | 110 | 115 | 5 | 5% | $18.10 | $37,653.55 | 18 | High school diploma or equivalent | None |
| 51-9032 | Cutting and Slicing Machine Setters, Operators, and Tenders | 46 | 55 | 9 | 20% | $19.33 | $40,201.59 | 7 | High school diploma or equivalent | None |
| 51-9041 | Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders | 68 | 77 | 9 | 13% | $22.78 | $47,375.66 | 11 | High school diploma or equivalent | None |
| 51-9196 | Paper Goods Machine Setters, Operators, and Tenders | 118 | 138 | 20 | 17% | $27.35 | $56,897.25 | 32 | High school diploma or equivalent | None |
| 53-1047 | First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors | 335 | 363 | 28 | 8% | $25.23 | $52,475.81 | 42 | High school diploma or equivalent | Less than 5 years |
| 53-7051 | Industrial Truck and Tractor Operators | 404 | 445 | 40 | 10% | $19.84 | $41,257.42 | 59 | No formal educational credential | None |

Source – Northeast Oklahoma Local Area Briefing, provided by OOWD on 12/29/2022.

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| 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: | |  | | | | | | |
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|  | | | | | | | | |
| Signature & Date of Individual Providing Information | | | | | | Printed Name | | |
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|  |  |  |  |  |  |  |  |  |
| Signature & Date of Staff Taking Information | | | | | | Printed Name | | |
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| 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. | | | | | | | | |