



WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

1222 10th Street, Suite 115, Woodward, OK 73801

Workforce Innovation and Opportunity Act

Demand Occupations

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



“Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities.”

Purpose

To provide guidance and make a determination of the occupations that have a substantial current or potential impact on the economy of Western Oklahoma.

Effective Date

WOWDB Executive Committee approved and effective 11.10.2021

NOTE: All WOWDB Policies and attachments are available for download at:

<https://wowdb.org/about-us/policies/>

Policy

The authority to make this determination is explicitly stated in Section 3(23)(B) of WIOA as, the determination of whether an industry sector or occupation is in demand shall be made by WOWDB using State and regional business and labor market projections, including the use of labor market information.

The Western Oklahoma Workforce Development Area (WOWDA) encompasses a 25 county region in Western Oklahoma including: Alfalfa, Beaver, Beckham, Blaine, Cimarron, Custer, Dewey, Ellis, Garfield, Grant, Greer, Harmon, Harper, Jackson, Kay, Kingfisher, Kiowa, Major, Noble, Payne, Roger Mills, Texas, Washita, Woods and Woodward.

Demand occupations have been determined based on job opening data: collected by the Oklahoma Employment Security Commission (OESC), from the Oklahoma Office of Workforce Development (OOWD) Workforce Area Briefing, from other data collecting tools such as Economic Modeling Specialists, Inc. (EMSI), and obtained by incorporating employment trend data and review of the programs currently WIOA eligible listed on Oklahoma Job Match with area Eligible Training Providers.

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

The WOWDB has chosen to approve occupational codes/job families within the targeted industry clusters as identified by OESC, OOWD, WOWDB and EMSI. Job families are groups of occupations based upon work performed, skills, education, training and credentials, for example: 53-3032.00 Heavy and Tractor-Trailer Truck Drivers job family code is “53”.

The following occupations are approved by the WOWDB:

- (11-) Management Occupations
- (13-) Business and Financial Operations Occupations
- (15-) Computer and Mathematical Occupations
 - *Excluding* - 15-1255.01 Video Game Designers
- (17-) Architecture and Engineering Occupations
- (19-) Life, Physical and Social Science Occupations
- (21-) Community and Social Services Occupations
- (23-) Legal Occupations
 - *Including only* - 23-2011.00 Paralegals and Legal Assistants
- (25-) Education, Training, and Library Occupations
- (27-) Arts, Design, Entertainment, Sports, and Media
 - *Including only* 27-3092.00 - Court Reporters and Simultaneous Captioners
- (29-) Healthcare Practitioners and Technical Occupations
- (31-) Healthcare Support Occupations
 - *Excluding* 31-9011.00 – Massage Therapists
- (33-) Protective Services Occupations
- (41-) Sales and Related Occupations
- (43-) Office and Administrative Support Occupations
- (45-) Farming, Fishing, and Forestry Occupations
- (47-) Construction and Extraction Occupations
- (49-) Installation, Maintenance, and Repair Occupations
- (51-) Production Occupations
- (53-) Transportation and Material Moving Occupations

The O*NET occupational codes begin with a two-digit number, which coincides with the above approved list. Therefore, all occupations that have a two-digit code from the above list are approved as a demand occupation with exception of specific exclusions and inclusions as noted. Detailed information may be found at <https://www.onetonline.org/>.

Prohibited Industry: In accordance with federal law, WIOA funds MAY NOT be used to directly or indirectly support the marijuana industry including, but not limited to use, possession, growth or distribution of marijuana. Additionally, medical marijuana facility occupations ARE NOT occupations in which a local area can place an individual.

Authorization for Clarifications and Additions

WOWDB authorizes the WOWDB Executive Director to issue additional instructions, guidance, approvals and/or forms to further implement requirements of this policy, without making substantive change to the policy except in situations where new or updated State and Federal guidance is issued.

History

- Adopted – from Northwestern Oklahoma Workforce Investment Board (NOWIB)
- Revised – 10.01.18
- Approved – 10.11.18
- Demand Occupations Approved – 09.18.19
- Policy Approved – 10.10.19
- Demand Occupations and policy approved by WOWDB Executive Committee 09.16.20 and effective 10.01.20.
- Demand Occupations and policy updated by WOWDB Staff with changed codes from the Department of Labor Education and Training Administration (DOLETA) product, O*Net. – 12.08.20
- Review and Updated – 10.14.21

References

- Workforce Innovation and Opportunity Act (WIOA) of 2014 Section 3(23)(B)

Attachments:

Attachment A: WOWDB Demand Occupations O*Net Codes December 2021

Attachment ZZ: Vital Service and Information Notice

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Demand Occupation O*Net Codes – December 2021

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- (13-) Business and Financial Operations Occupations
- (15-) Computer and Mathematical Occupations
Excluding: 15-1255.01 Video Game Designers
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Will be Reviewed October 2022

*If 10.01.22 or later, visit <https://wowdb.org/resources/demand-occupations/>
or contact 580.256.8553 to request an updated list.*



Vital Service and Information Notice

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This document contains vital service information.

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If English is not your preferred language, please contact:

Equal Opportunity (EO) Officers:

Local EO Officer - Rebecca Shuyler
Western Oklahoma Workforce Development Board
1222 10th St., Suite 115, Woodward, OK 73801
580.256.8553 extension #5
rshuyler@wowdb.org

State EO Officer -
Oklahoma Office of Workforce Development
900 N Portland Ave., BT 300, Oklahoma City, OK 73107
405.208.2519
eoofficer@okcommerce.gov

English

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Marshallese

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Spanish

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