



# WESTERN OKLAHOMA WORKFORCE DEVELOPMENT BOARD

1222 10<sup>th</sup> Street, Suite 115, Woodward, OK 73801

## Workforce Innovation and Opportunity Act

### Demand Occupations

**EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT:** All Recipients, and Sub-recipients /Subgrantees 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.



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“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 Approved 04.20.2023**

**\*This document shall supersede and replace all prior versions and understandings, oral or written, of the Demand Occupations Policy.**

**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:

<b>Alfalfa</b>	<b>Ellis</b>	<b>Kay</b>	<b>Texas</b>
<b>Beaver</b>	<b>Garfield</b>	<b>Kingfisher</b>	<b>Washita</b>
<b>Beckham</b>	<b>Grant</b>	<b>Kiowa</b>	<b>Woods</b>
<b>Blaine</b>	<b>Greer</b>	<b>Major</b>	<b>Woodward</b>
<b>Cimarron</b>	<b>Harmon</b>	<b>Noble</b>	
<b>Custer</b>	<b>Harper</b>	<b>Payne</b>	
<b>Dewey</b>	<b>Jackson</b>	<b>Roger Mills</b>	

Demand occupations have been determined based on job opening data collected using the following resources:

- Oklahoma Employment Security Commission (OESC),
- Oklahoma Office of Workforce Development (OOWD) Workforce Area Briefing,
- Other data collecting tools such as Economic Modeling Specialists, Inc. (EMSI),
- And by incorporating employment trend data and review of current WIOA approved 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
    - 27-1024.00 Graphic Designer
- (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 (NOWIB)
- Revised – 10.01.18 - Approved – 10.11.18
- Demand Occupations Approved – 09.18.19 - Policy Effective – 10.10.19
- Demand Occupations and policy approved by WOWDB EC 09.16.20 and effective 10.01.20.
- Demand Occupations and policy updated by WOWDB Staff with changed codes from the (DOLETA) product, O\*Net. – 12.08.20
- Review and updated – 10.14.21 and approved 11.10.2021
- Review and updated - Approved WOWDB 04.21.2022
- Review and updated – WOWDB Approved 04.20.2023

## References

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

## Attachments

**Attachment A:** WOWDB Demand Occupations O\*Net Codes **Effective July 1, 2023**

**Attachment ZZ:** Vital Service and Information Notice

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



## Demand Occupation O\*Net Codes – Effective July 1, 2023

- (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;***
    - 27-1024.00 Graphic Designer***
- (29-) Healthcare Practitioners & 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

*Will be Reviewed April 2024*



## Vital Service and Information Notice

### Authorization for Clarifications and Additions

The WOWDB Executive Director is authorized to issue additional instructions, guidance, approvals and/or forms to further implement the requirements of policy, without making substantive change to the policy, except in situations when a new or updated state and federal guidance is issued.

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### If English is not your preferred language, please contact Equal Opportunity (EO) Officers:

#### Local EO Officer –

Venita McGuire  
Local Equal Opportunity Officer  
Western Oklahoma Workforce Development  
Board  
1222 10<sup>th</sup> St., Suite 115, Woodward, OK 73801  
580.256.8553 extension #2  
[eoofficer@wowdb.org](mailto:eoofficer@wowdb.org)

#### State EO Officer -

Karla Jackson  
State Equal Opportunity Officer  
Oklahoma Office of Workforce Development  
900 N. Stiles Ave.  
Oklahoma City, OK 73104  
Tel: 405.208.9620  
TTY: 711 or 800-722-0353  
Email: [eoofficer@okcommerce.gov](mailto:eoofficer@okcommerce.gov)

#### English

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#### Marshallese

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#### Spanish

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