



**GREEN COUNTRY WORKFORCE
DEVELOPMENT BOARD**

822 S. Muskogee Ave.
Tahlequah, OK 74464

Workforce Innovation and Opportunity Act

Demand Occupations Policy



Chair, Green Country Workforce Development Board

4/13/23

Date

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.



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Purpose

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

Effective Date

GCWDB Approved 04/13/2023

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

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

<https://www.greencountryworks.org/resources/policy-research-best-practices/>

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 GCWDB using State and regional business and labor market projections, including the use of labor market information.

The Green Country Workforce Development Area (GCWDA) encompasses an 11-county region in Green Country including:

Adair	McIntosh	Osage	Tulsa
Cherokee	Muskogee	Pawnee	Wagoner
Creek	Okmulgee	Sequoyah	

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 Green Country Works Center or other appropriate partner.

The GCWDB has chosen to approve occupational codes/job families within the targeted industry clusters as identified by OESC, OOWD, GCWDB 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”.

- (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
- (35-) Food Preparation and Serving Occupations
 - **Including only**
 - 35-1011.00 - Chefs and Head Cooks
 - 35-1012.00 - First-Line Supervisors of Food Preparation and Serving Workers
- (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 support the marijuana industry including directly or indirectly, 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

GCWDB authorizes the GCWDB 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

- Replaces GCWDB P-0400100, Demand Occupations and Skills Policy, previously GCWDB approved and effective: 04.15.2021
- GCWDB Approved and Effective 12.08.2022
- GCWDB Approved and Effective 04.13.2023

References

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

Attachments

Attachment A: GCWDB Demand Occupations O*Net Codes **Effective 04.13.2023**

Attachment ZZ: Vital Service and Information Notice

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<https://www.greencountryworks.org/resources/policy-research-best-practices/>



Demand Occupation O*Net Codes

- (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 & Technical Occupations
- (31-) Healthcare Support Occupations
 - Excluding 31-9011.00 – Massage Therapists*
- (33-) Protective Services Occupations
- (35-) Food Preparation and Serving Occupations
 - Including only: 35-1011.00 - Chefs and Head Cooks and 35-1012.00 - First-Line Supervisors of Food Preparation and Serving Workers*
- (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

Green Country Workforce Development Board**Vital Service and Information Notice**

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Equal Opportunity (EO) Officers

Local EO Officer

Jeremy Frutchey | EO Officer/Operations Manager

Green Country Workforce Development Board, 822 S. Muskogee Ave. Tahlequah, OK 74464

(405) 269-2821

eo@greencountryworks.org

State Equal Opportunity Officer

Kacey Luster | Oklahoma Employment Security Commission, 900 N. Stiles Ave. Oklahoma City, OK 73104

(405) 557-5496

EOOfficer@oesc.ok.gov

Notice in English

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