



POLICY TRANSMITTAL

SUBJECT:	SFWIB TARGETED OCCUPATION LIST POLICY	Policy/Guidance No.: 2 PY2020-21
APPLIES TO:	Workforce Development Area (WDA) 23 Career Center contractors, Training Vendors and WDA 23 jobseekers	Effective Date: April 15, 2021
		Expiration Date:
REFERENCE:	<ul style="list-style-type: none"> • Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 Sections 122, 133 • Florida Statutes, 1003.492 (2)(b); and Section 445.004(6) • CareerSource Florida Administrative Policy 82, Local Targeted Occupations List Requirements • CareerSource Florida Strategic Policy, 2013.11.01.A.1, Local Area Targeted Occupations List Process Policy 	

I. OF INTEREST TO

The Targeted Occupations List Policy should be of interest to members of the South Florida Workforce Investment Board (SFWIB), SFWIB staff, Workforce Development Area (WDA) 23 (Miami-Dade and Monroe counties) CareerSource center contractors (Service Providers), Training Providers, businesses, economic development organizations, WDA 23 jobseekers and employees.

II. SUBJECT

Targeted Occupations List (TOL)

III. PURPOSE

The purpose of the TOL Policy is to provide all SFWIB stakeholders with uniform guidelines and parameters regarding the development and use of the local TOL.

IV. BACKGROUND

The WDA 23 TOL is used to identify high-growth, emerging occupations that are in-demand. The TOL ensures skills training programs funded with Workforce Innovation Opportunity Act (WIOA) and other workforce funding meets the needs of the area's employers and industry sectors, and

provides the best opportunity for job placement for the participants being served. Workforce Development Area (WDA) 23's TOL seeks to promote alignment, economic growth and efficiency in Miami-Dade and Monroe counties.

A review process to update the local TOL shall be conducted, at minimum, on an annual basis to ensure public investments keep pace with rapidly changing technology and local labor market demands. The annual review process of the TOL helps ensure funds are allocated for in-demand occupations to afford job seekers and workers better employment and higher-earning opportunities.

V. DEFINITIONS

1. Classification of Instructional Program (CIP) Code – designed by the U.S. Department of Education's National Center for Education Statistics (NCES), the 10-digit CIP code provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity. It is a classification instrument used to group academic disciplines at institutions of higher education in the United States and Canada (National Center for Education Statistics (NCES)).
2. Individual Training Account (ITA) - is a scholarship in the form of a voucher that covers training costs (i.e., tuition, fees, books, required materials and supplies) for eligible adult or dislocated workers in need of training services in order to secure employment. The scholarship pays for enrollment in an SFWIB approved training program.
3. Labor Market Information (LMI) - the Florida Department of Economic Opportunity's Labor Market Statistics Center produces, analyzes, and delivers timely and reliable labor statistics information to improve economic decision-making. Information regarding economic indicators, salaries, high and low demand occupations, occupational and demographic data, and more on Florida and more specifically local areas may be obtained. Additional information may be accessed through the U.S. Bureau of Labor Statistics.
4. National Center for Education Statistics - collects, analyzes and makes available data related to education in the U.S. and other nations.
5. Occupation Training Area - program titles linked to occupational titles below Bachelor's degree level listed on the Standard Occupational Classification (SOC) to Classification of Instructional Program (CIP) Crosswalk.
6. Occupational Information Network (O*NET) - is a Standard Occupational Classification (SOC) based system, accessed as a free online database that contains hundreds of occupational definitions to help students, job seekers, workforce development and human resources professionals, researchers, and others to understand today's world of work in the United States.
7. Standard Occupational Classification (SOC) Code – a system used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. This system of occupational code assignments assists users of the information, relate a job title or occupational specialty to a six-digit Occupational Information Network (O*NET) SOC occupation. The SOC is a listing of all

occupations in the economy, including private, public, and military occupations, in order to provide a means to compare occupational data produced for statistical purposes across agencies. It is designed to reflect the current occupational work structure in the U.S. and to cover all occupations in which work is performed for pay or profit.

VI. MINIMUM STANDARDS

This policy establishes minimum standards that shall be applied for the inclusion or deletion of an occupation from the WDA 23 TOL. The minimum standards include the following:

- Statewide and regional Demand Occupations Lists of high growth/high wage occupations published by the Florida Department of Economic Opportunity (DEO) and the Bureau of Labor Market Statistics (LMS) shall be used to assist in the development of the local TOL.
- Solicit input from business and industry representatives regarding occupations that need to be added or deleted from the list.
- The list shall be in alignment with targeted and infrastructure industries and local economic development training priorities as identified by the number of trainees and job openings for businesses in the targeted categories.
- Additional available labor market resources shall be used to assist in the development of the local TOL.
- Occupations other than those listed on the LMS list may be added, as needed, based on local demand.

VII. PROCESS TO REQUEST THE ADDITION OR DELETION OF AN OCCUPATION

The process for the addition or deletion of an occupation(s), at minimum, shall be conducted on an annual basis. If an occupation is listed on the current WDA 23 TOL, no additional action is required. However; if an occupation is not on the current list, an approved training provider, local education partner, area business, economic development organization, business association, staffing agency, or other interested party that has local data to support the addition of the occupation may make the request to the SFWIB.

The request must be made in writing with the supporting documentation included.

The correspondence, at a minimum, must include the following:

- The contact information of the company representative.
- The title of the specific occupation the organization or business is requesting to be added or deleted. When requesting the addition of an occupation, the organization or business must use the Standard Occupational Classification (SOC) titles and codes to identify the occupation. The SOC titles and codes that identify the occupation must be included.
 - The occupational title and corresponding SOC code may be obtained using the Classification of Instructional Program (CIP) to SOC crosswalk. The SOC code is assigned based on the program and occupational titles as reflected in the crosswalk.
- Businesses and organizations wanting to add an occupation may be from any in the tri-county area (Miami-Dade/Monroe, Broward and Palm Beach). The inclusion of surveys

and/or data from companies that cross county lines such as Broward and Palm Beach assist the SFWIB in deriving a clear picture of occupational growth opportunities.

- The number of projected full-time, permanent openings for the requested occupation and the projected average entry wage for the new employees must be included. Minimum number of full-time, permanent openings is 10 with an average wage rate of \$12 hour.
 - If any organization other than a local business is submitting the request, the projected data must be supported by letters from at least three local employers written on the company's letterhead.
 - If a business is making the request, the data must be supported by the projection specific to the company and, if necessary, additional employer projections supported by letters from the other companies.
- If the supplied projections can be supported by the addition of formal labor market information, it shall also be provided to further substantiate the request.

If sufficient documentation is received, the request meets the minimum standards shown above and if no conflicting information is identified, a recommendation shall be made for the review and approval of the Board.

VIII. EXCEPTIONS

Exceptions to this policy, or any part thereof, must be approved in writing by the SFWIB Executive Director.