



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD  
EXECUTIVE COMMITTEE  
THURSDAY, JANUARY 11, 2024  
8:15 AM**

**VIRTUAL ONLY: REGISTRATION REQUIRED**  
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**AGENDA**

1. Call to Order and Introductions
2. Approval of Executive Committee Meeting Minutes
  - A. November 16, 2023
3. Information – Occupational Employment Projections 2023 - 2031
4. Information – Governance Agreement Criteria
5. Recommendation as to Approval of the South Florida Workforce Investment Board Bylaws

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"Members of the public shall be given a reasonable opportunity to be heard on a specific agenda item, but must register with the agenda clerk prior to being heard."



## SFWIB EXECUTIVE COMMITTEE MEETING

**DATE:** 12/14/2023

**AGENDA ITEM:** 2A

**AGENDA TOPIC:** MEETING MINUTES

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### SFWIB EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** November 16, 2023

**LOCATION:** 7300 Corporate Center Drive, Conference Room 2  
Miami, FL 33126

Via Zoom: [https://us02web.zoom.us/webinar/register/WN\\_gKA-m86nSZSxCXUhvjFhIg](https://us02web.zoom.us/webinar/register/WN_gKA-m86nSZSxCXUhvjFhIg)

- 1. CALL TO ORDER:** Vice-Chairman del Valle called to order the regular meeting of the SFWIB Executive Committee Meeting at 8:21AM on November 16, 2023.
- 2. ROLL CALL:** 7 members; 4 required; 6 present: Quorum established.

SFWIB EXECUTIVE COMMITTEE MEMBERS PRESENT	SFWIB MEMBERS ABSENT	SFWIB STAFF
Canales, Dequasia del Valle, Juan-Carlos, Vice-Chairman (Zoom) Chi, Joe Ferradaz, Gilda Loynaz, Oscar, M.D. (Zoom) Roth, Thomas "Tom"	Gibson, Charles, Chair	Beasley, Rick Bennett, Renee Morgan, Ebony Perrin, Yian  <b>ADMINISTRATION/IT</b>
<b>OTHER ATTENDEES</b>		

Agenda items are displayed in the order they were discussed.

## 2A. Approval of Executive Committee Meeting Minutes – September 14, 2023

Vice-Chairman del Valle presented agenda item 2A. September 14, 2023 Executive Committee Meeting minutes for approval.

**Motion** for approval by Mr. Chi; Ms. Canales seconded; **motion is passed without dissent.**

No further comments or suggestions were submitted from the members. Item closed.

## 3. Information – REACH Act Performance Update

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented, highlighting that the SFWIB received a 97.0 letter grade for program year 2023, which is equivalent to an A+. Out of the eight key metrics, CSSF managed to exceed in three, including increased earnings and reduction of public assistance. Furthermore, Mr. Beasley shared that CSSF is performing well compared to the State's requirements. The discussion ended with congratulatory remarks and a decision to move on to the next item.

No further comments or suggestions were submitted from the members. Item closed.

## 4. Information – Florida Law Chapter 2023-81 (Senate Bill 240) Education and Industry Consortium

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented, discussing new legislation that requires each local board to create an education and industry consortium. The consortium would act as an independent advisory group and would not have any direct authority over the local boards or their employees. Mr. Beasley recommended that the board utilize the one committees connected to the local chambers to satisfy the requirements of this legislation and avoid duplication of efforts.

No further questions or comments were presented for consideration. Item closed.

## 5. Mayor's Job Fair Update

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented, discussing and highlighting the success of the job fairs to date.

No further questions or comments were presented for consideration. Item closed.

## 6. Information – One-Stop Operator RFP Update

Vice-Chairman del Valle introduced the item; Mr. Beasley further presented providing an update on the one-stop operator RFP. CSSF has recently been granted authority to continue temporarily operating as a one-stop operator, while working with CareerSource Florida to release the RFP to enable our bidding.

No further questions or comments were presented for consideration. Item closed.

## 7. Information – Department of Labor Youth Systems Building Academy

Vice-Chairman del Valle introduced the item; Mr. Beasley further discussed the Youth Systems Building Academy self-nominations and the potential benefits of being selected for the program. Mr. Beasley touched on possible partnerships with Miami-Dade County Public Schools and the Juvenile Services Department and expressed excitement about the opportunity to enhance service delivery for young people across the nation.

No further comments or suggestions were submitted from the members. Item closed

## 8. Approval – Rapid Response and Layoff Aversion Contractors

Vice-Chairman del Valle introduced the item; Mr. Beasley presented the request to authorize staff to negotiate contracts with the Rapid Response and Layoff Aversion RFP respondents.

Mr. Beasley further discussed the layoff aversion and rapid response program and contractors, explaining the procurement process and the suggested allocation of funds..

[Executive Committee member Mr. Joe Chi, was removed from the room during the vote.]

**Motion** for approval by Ms. Ferradaz; Ms. Canales seconded; **motion is passed without dissent.**

Mr. Roth inquired regarding the procedure used to determine the final choice of contractors and the quantity of responses to the RFP. While the list did include organizations that participated in the program the previous year, Mr. Beasley clarified that CSSF staff adhered to the standard RFP procedure by disseminating public notifications through multiple publications.

No further questions or comments were presented for consideration. Item closed.

## **New Business**

### **SFWIB Strategic Retreat**

Mr. Beasley informed the Executive Committee that preparations are underway for the retreat; however, we are awaiting an education report from the Academic Leaders Council. The Greater Miami Chamber will be releasing a similar report; both will provide insight and guidance for the discussion. The goal of the retreat is to assess the continued relevance of our current strategic objectives and identify potential strategies that may be employed to ensure we reach planned outcomes.

### **Travel Update**

Mr. Beasley shared insights gleaned from attending the CAEL conference in Baltimore, MD, where PLA's and the cost associated with the program. He further advised that CAEL will be presenting at the next Board meeting.

### **CSSF Monitoring and Common Measures Tools**

While in Chicago earlier this week for the USDOL meeting, Mr. Beasley shared that he had the privilege of demonstrating the Monitoring and Common Measures tools to regions three and five. The instrument has received overwhelmingly positive feedback from both the Florida Workforce Association and the Commissioner of Education of Missouri; they are eager to proceed with CSSF either developing the program on their behalf or granting them access to it.

### **Give Miami Day**

Vice-Chairman reminded the Executive Committee Team of "Give Miami Day" and encouraged their participation. Members shared not-for-profit organizations that can be considered.

With no further business presented to the Committee, the meeting adjourned at 9:07 am.



## **SFWIB EXECUTIVE COMMITTEE**

**DATE:** 1/11/2024

**AGENDA ITEM NUMBER:** 3

**AGENDA ITEM SUBJECT:** OCCUPATIONAL EMPLOYMENT PROJECTIONS 2023 - 2031

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Use LMI data for policy development**

### **BACKGROUND:**

Occupational employment projections are used to direct training dollars from the U.S. Department of Labor, Employment and Training Administration toward training programs that will prepare students for occupations that will be in demand in the future. These data are also used to aid in career decision-making.

Projections are prepared for the state as a whole, the 24 Workforce Regions, and for counties with at least 100,000 jobs. The U.S. Department of Labor, Bureau of Labor Statistics prepares projections of industry and occupational employment.

The industry and occupational employment projections are updated every year in January. The projections are published on the Department of Economic Opportunity and the Florida Insight websites. The data indicates the following analysis of Occupational Employment Projections 2023-2031 for Region 23:

- The projected occupational growth rate for the region is 7.8 percent with an average wage \$22.63 an hour.
- There is a total of 169 occupations projected for the region
  - Nineteen percent of the projected occupations are in the low growth and low wage quadrant.
  - Nearly 22 percent of the projected occupations are in the high growth and low wage quadrant.
  - Twenty-one percent of the projected occupations are in the low growth and high wage quadrant.
  - Thirty-seven percent of the projected occupations are in the high growth and high wage quadrant.
- The projected occupations outline the educational attainment for each occupation.
  - Nearly eight percent of projected occupations do not require any formal educational credential.
  - Nearly 22 percent of projected occupations require a high school diploma or GED.
  - Eleven percent of the projected occupations will require some college but no degree.
  - Fourteen percent of the projected occupations require post secondary education.

- Five percent of the projected occupations requires an associate degree.
  - Nearly 28 percent of the projected occupations require a bachelor's degree.
  - Five percent of the projected occupations will require a master's degree.
  - Nearly seven percent of the projected occupations will require a doctoral or professional degree.
- A total of 943,132 job opening are projected for the region.
    - Thirty-four percent (320,435) of projected job openings are in the low growth and low wage quadrant with an average wage of \$16.79 an hour.
    - Nearly 33 percent (309,474) of the projected job openings are in the high growth and low wage quadrant with an average wage of \$15.41 an hour.
    - Nearly 11 percent (99,072) of the projected job openings are in the low growth and high wage quadrant with an average wage of \$34.26 an hour.
    - Nearly 22 percent (214,151) of the projected job opening are in the high growth and high wage quadrant with an average wage of \$36.41 an hour.

The projected occupational employment data will enable the South Florida Workforce Investment board to develop the following policy initiatives:

1. The Supply / Demand Matrix (updated) – The matrix is used to identify occupations that are growing with a shortage of workers, as well as, those occupations that has a declining growth rate and a surplus workers. The Supply / Demand Matrix establishes criteria to invest funding into training programs to train job seekers in those occupations that need talent.
2. The Supply / Demand Policy (updated) - The policy establishes criteria to evaluate the success of training programs.
3. Individual Training Account Policy (updated) - The Occupational Employment Projects provides the data to recommend changes to the Individual Training Account (ITAs) policy.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*

# JOBS BY INDUSTRY

## WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

NAICS Code	NAICS Title	Employment			Percent Growth
		2023	2031	Growth	
	<b>Total, All Industries</b>	1,436,609	1,549,088	112,479	7.8
11	<b>Agriculture, Forestry, Fishing &amp; Hunting</b>	9,812	11,218	1,406	14.3
111	Crop Production	8,749	10,279	1,530	17.5
112	Animal Production	195	223	28	14.4
114	Fishing, Hunting and Trapping	83	72	-11	-13.3
115	Agriculture & Forestry Support Activity	781	641	-140	-17.9
21	<b>Mining</b>	528	575	47	8.9
212	Mining (except Oil and Gas)	495	545	50	10.1
213	Support Activities for Mining	30	29	-1	-3.3
23	<b>Construction</b>	57,652	60,012	2,360	4.1
236	Construction of Buildings	13,044	13,892	848	6.5
237	Heavy and Civil Engineering Construction	11,246	12,044	798	7.1
238	Specialty Trade Contractors	33,362	34,076	714	2.1
31	<b>Manufacturing</b>	43,217	46,434	3,217	7.4
DUR	<i>Durable Goods Manufacturing</i>	23,985	25,640	1,655	6.9
321	Wood Product Manufacturing	692	641	-51	-7.4
327	Nonmetallic Mineral Product Mfg	3,408	3,862	454	13.3
331	Primary Metal Manufacturing	516	522	6	1.2
332	Fabricated Metal Product Manufacturing	5,505	6,379	874	15.9
333	Machinery Manufacturing	1,793	1,665	-128	-7.1
334	Computer and Electronic Product Mfg	1,805	1,833	28	1.6
335	Electrical Equipment and Appliances	875	868	-7	-0.8
336	Transportation Equipment Manufacturing	4,735	5,091	356	7.5
337	Furniture and Related Product Mfg	1,565	1,474	-91	-5.8
339	Miscellaneous Manufacturing	3,091	3,305	214	6.9
NONDUR	<i>Non-Durable Goods Manufacturing</i>	19,232	20,794	1,562	8.1

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research



# JOBS BY INDUSTRY

## WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

NAICS Code	NAICS Title	Employment			Percent Growth
		2023	2031	Growth	
311	Food Manufacturing	4,851	5,454	603	12.4
312	Beverage & Tobacco Product Manufacturing	1,323	1,453	130	9.8
313	Textile Mills	72	69	-3	-4.2
314	Textile Product Mills	740	694	-46	-6.2
315	Apparel Manufacturing	1,358	1,484	126	9.3
316	Leather and Allied Product Manufacturing	91	93	2	2.2
322	Paper Manufacturing	903	866	-37	-4.1
323	Printing and Related Support Activities	2,942	2,918	-24	-0.8
324	Petroleum & Coal Products Manufacturing	948	1,196	248	26.2
325	Chemical Manufacturing	3,805	4,166	361	9.5
326	Plastics & Rubber Products Manufacturing	2,199	2,401	202	9.2
1021	<b>Trade, Transportation and Utilities</b>	329,928	341,471	11,543	3.5
22	<i>Utilities</i>	2,822	2,853	31	1.1
42	<i>Wholesale Trade</i>	78,858	81,227	2,369	3.0
423	Merchant Wholesalers, Durable Goods	39,813	41,033	1,220	3.1
424	Merchant Wholesalers, Nondurable Goods	33,970	35,539	1,569	4.6
425	Electronic Markets and Agents/Brokers	5,075	4,655	-420	-8.3
44	<i>Retail Trade</i>	151,142	153,501	2,359	1.6
441	Motor Vehicle and Parts Dealers	19,249	20,145	896	4.7
442	Furniture and Home Furnishings Stores	4,820	5,289	469	9.7
443	Electronics and Appliance Stores	7,352	6,759	-593	-8.1
444	Building Material & Garden Supply Stores	10,418	10,853	435	4.2
445	Food and Beverage Stores	32,280	33,209	929	2.9
446	Health and Personal Care Stores	13,898	13,999	101	0.7
447	Gasoline Stations	3,832	3,459	-373	-9.7
448	Clothing and Clothing Accessories Stores	18,325	16,470	-1,855	-10.1

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

# JOBS BY INDUSTRY

## WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

NAICS Code	NAICS Title	Employment			Percent Growth
		2023	2031	Growth	
451	Sporting Goods/Hobby/Book/Music Stores	3,762	3,383	-379	-10.1
452	General Merchandise Stores	23,624	25,946	2,322	9.8
453	Miscellaneous Store Retailers	8,978	9,006	28	0.3
454	Nonstore Retailers	4,604	4,983	379	8.2
48	<i>Transportation and Warehousing</i>	97,106	103,890	6,784	7.0
481	Air Transportation	20,954	22,227	1,273	6.1
483	Water Transportation	11,387	11,215	-172	-1.5
484	Truck Transportation	7,012	7,230	218	3.1
485	Transit and Ground Passenger Transport	2,491	2,880	389	15.6
486	Pipeline Transportation	56	59	3	5.4
487	Scenic and Sightseeing Transportation	861	936	75	8.7
488	Support Activities for Transportation	25,504	26,008	504	2.0
492	Couriers and Messengers	14,133	14,357	224	1.6
493	Warehousing and Storage	14,478	18,775	4,297	29.7
51	<b>Information</b>	24,225	24,612	387	1.6
511	Publishing Industries	4,590	5,170	580	12.6
512	Motion Picture & Sound Recording Ind	3,321	4,235	914	27.5
515	Broadcasting (except Internet)	5,504	4,925	-579	-10.5
517	Telecommunications	6,000	4,991	-1,009	-16.8
518	ISPs, Search Portals, & Data Processing	2,610	2,750	140	5.4
519	Other Information Services	2,200	2,541	341	15.5
1023	<b>Financial Activities</b>	93,063	102,354	9,291	10.0
52	<i>Finance and Insurance</i>	60,061	65,310	5,249	8.7
522	Credit Intermediation & Related Activity	24,072	25,197	1,125	4.7
523	Financial Investment & Related Activity	12,071	13,029	958	7.9
524	Insurance Carriers & Related Activities	23,320	26,390	3,070	13.2

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

# JOBS BY INDUSTRY

## WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

NAICS Code	NAICS Title	Employment			Percent Growth
		2023	2031	Growth	
525	Funds, Trusts & Other Financial Vehicles	363	421	58	16.0
53	<i>Real Estate and Rental and Leasing</i>	33,002	37,044	4,042	12.2
531	Real Estate	26,958	30,032	3,074	11.4
532	Rental and Leasing Services	5,889	6,835	946	16.1
533	Lessors, Nonfinancial Intangible Assets	155	177	22	14.2
1024	<b>Professional and Business Services</b>	217,512	237,859	20,347	9.4
54	<i>Professional and Technical Services</i>	112,528	126,879	14,351	12.8
55	<i>Management of Companies and Enterprises</i>	14,684	15,500	816	5.6
56	<i>Administrative and Waste Services</i>	90,300	95,480	5,180	5.7
561	Administrative and Support Services	87,489	92,453	4,964	5.7
562	Waste Management and Remediation Service	2,811	3,027	216	7.7
1025	<b>Education and Health Services</b>	219,527	249,981	30,454	13.9
61	<i>Educational Services</i>	46,223	55,274	9,051	19.6
62	<i>Health Care and Social Assistance</i>	173,304	194,707	21,403	12.3
621	Ambulatory Health Care Services	82,319	98,034	15,715	19.1
622	Hospitals	54,895	57,504	2,609	4.8
623	Nursing and Residential Care Facilities	14,538	13,991	-547	-3.8
624	Social Assistance	21,552	25,178	3,626	16.8
1026	<b>Leisure and Hospitality</b>	158,924	181,817	22,893	14.4
71	<i>Arts, Entertainment, and Recreation</i>	19,230	20,309	1,079	5.6
711	Performing Arts and Spectator Sports	7,225	7,331	106	1.5
712	Museums, Parks and Historical Sites	1,778	1,995	217	12.2
713	Amusement, Gambling & Recreation Ind	10,227	10,983	756	7.4
72	<i>Accommodation and Food Services</i>	139,694	161,508	21,814	15.6
721	Accommodation	35,140	42,293	7,153	20.4
722	Food Services and Drinking Places	104,554	119,215	14,661	14.0

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

# JOBS BY INDUSTRY

## WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

NAICS Code	NAICS Title	Employment			Percent Growth
		2023	2031	Growth	
81	<b>Other Services, Ex. Public Admin</b>	42,292	45,793	3,501	8.3
811	Repair and Maintenance	9,434	10,695	1,261	13.4
812	Personal and Laundry Services	15,123	16,398	1,275	8.4
813	Membership Organizations & Associations	17,735	18,700	965	5.4
90	<b>Government</b>	145,897	148,774	2,877	2.0
910	Federal Government	23,245	23,424	179	0.8
920	State Government	24,693	26,485	1,792	7.3
930	Local Government	97,959	98,865	906	0.9
	<b>Self Employed and Unpaid Family Workers, All Jobs</b>	94,032	98,188	4,156	4.4

# FASTEST-GROWING INDUSTRIES

## WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	NAICS Code	NAICS Title	Employment			Percent Growth
			2023	2031	Growth	
1	493	Warehousing and Storage	14,478	18,775	4,297	29.7
2	512	Motion Picture & Sound Recording Ind	3,321	4,235	914	27.5
3	324	Petroleum & Coal Products Manufacturing	948	1,196	248	26.2
4	721	Accommodation	35,140	42,293	7,153	20.4
5	611	Educational Services	46,223	55,274	9,051	19.6
6	621	Ambulatory Health Care Services	82,319	98,034	15,715	19.1
7	111	Crop Production	8,749	10,279	1,530	17.5
8	624	Social Assistance	21,552	25,178	3,626	16.8
9	532	Rental and Leasing Services	5,889	6,835	946	16.1
10	332	Fabricated Metal Product Manufacturing	5,505	6,379	874	15.9
11	485	Transit and Ground Passenger Transport	2,491	2,880	389	15.6
12	519	Other Information Services	2,200	2,541	341	15.5
13	722	Food Services and Drinking Places	104,554	119,215	14,661	14.0
14	811	Repair and Maintenance	9,434	10,695	1,261	13.4
15	327	Nonmetallic Mineral Product Mfg	3,408	3,862	454	13.3
16	524	Insurance Carriers & Related Activities	23,320	26,390	3,070	13.2
17	541	Professional and Technical Services	112,528	126,879	14,351	12.8
18	511	Publishing Industries	4,590	5,170	580	12.6
19	311	Food Manufacturing	4,851	5,454	603	12.4
20	712	Museums, Parks and Historical Sites	1,778	1,995	217	12.2

This table includes industries with a minimum of 900 jobs in 2023.

# INDUSTRIES GAINING THE MOST NEW JOBS

## WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	NAICS Code	NAICS Title	Employment			Percent Growth
			2023	2031	Growth	
1	621	Ambulatory Health Care Services	82,319	98,034	15,715	19.1
2	722	Food Services and Drinking Places	104,554	119,215	14,661	14.0
3	541	Professional and Technical Services	112,528	126,879	14,351	12.8
4	611	Educational Services	46,223	55,274	9,051	19.6
5	721	Accommodation	35,140	42,293	7,153	20.4
6	561	Administrative and Support Services	87,489	92,453	4,964	5.7
7	493	Warehousing and Storage	14,478	18,775	4,297	29.7
8	624	Social Assistance	21,552	25,178	3,626	16.8
9	531	Real Estate	26,958	30,032	3,074	11.4
10	524	Insurance Carriers & Related Activities	23,320	26,390	3,070	13.2
11	622	Hospitals	54,895	57,504	2,609	4.8
12	452	General Merchandise Stores	23,624	25,946	2,322	9.8
13	920	State Government	24,693	26,485	1,792	7.3
14	424	Merchant Wholesalers, Nondurable Goods	33,970	35,539	1,569	4.6
15	111	Crop Production	8,749	10,279	1,530	17.5
16	812	Personal and Laundry Services	15,123	16,398	1,275	8.4
17	481	Air Transportation	20,954	22,227	1,273	6.1
18	811	Repair and Maintenance	9,434	10,695	1,261	13.4
19	423	Merchant Wholesalers, Durable Goods	39,813	41,033	1,220	3.1
20	522	Credit Intermediation & Related Activity	24,072	25,197	1,125	4.7

## JOBS BY OCCUPATION

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
		2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
00-0000	<b>Total, All Occupations</b>	1,436,609	1,549,088	7.8	112,479	580,339	802,521	1,495,339	-	-	-
11-0000	<b>Management Occupations</b>	106,916	117,737	10.1	10,821	25,880	49,530	86,231	-	-	-
11-1000	<i>Top Executives</i>	35,179	37,752	7.3	2,573	7,043	17,634	27,250	-	-	-
11-1011	Chief Executives	5,300	5,199	-1.9	-101	1,302	1,736	2,937	95.91	B	B
11-1021	General and Operations Managers	29,800	32,471	9.0	2,671	5,721	15,867	24,259	42.31	B	B
11-1031	Legislators	79	82	3.8	3	20	31	54	83,933.00	B	B
11-2000	<i>Advertising, Marketing, Promotions, Public Relations, and Sales Managers</i>	7,365	7,902	7.3	537	1,410	3,707	5,654	-	-	-
11-3000	<i>Operations Specialties Managers</i>	18,329	20,793	13.4	2,464	3,864	8,236	14,564	-	-	-
11-3012	Administrative Services Managers	2,084	2,287	9.7	203	574	869	1,646	47.35	B	B
11-3013	Facilities Managers	903	990	9.6	87	220	394	701	46.60	B	B
11-3031	Financial Managers	6,352	7,452	17.3	1,100	1,354	2,757	5,211	65.40	B	B
11-3051	Industrial Production Managers	796	874	9.8	78	149	325	552	44.75	B	B
11-3071	Transportation, Storage, and Distribution Managers	2,617	2,785	6.4	168	514	1,260	1,942	50.40	B	HS
11-3121	Human Resources Managers	1,344	1,488	10.7	144	329	612	1,085	59.18	B	B
11-9000	<i>Other Management Occupations</i>	46,043	51,290	11.4	5,247	13,563	19,953	38,763	-	-	-
11-9021	Construction Managers	3,963	4,338	9.5	375	775	1,757	2,907	54.19	B	B
11-9032	Education Administrators, Kindergarten through Secondary	1,752	1,968	12.3	216	412	687	1,315	103,908.00	M	M
11-9041	Architectural and Engineering Managers	1,502	1,545	2.9	43	247	610	900	63.24	B	B
11-9051	Food Service Managers	5,372	5,919	10.2	547	1,623	3,838	6,008	34.81	SC	HS
11-9111	Medical and Health Services Managers	5,577	6,975	25.1	1,398	1,405	2,524	5,327	50.64	B	B
11-9141	Property, Real Estate, and Community Association Managers	7,032	7,620	8.4	588	2,468	2,262	5,318	30.04	B	HS
11-9151	Social and Community Service Managers	1,208	1,381	14.3	173	345	553	1,071	35.72	B	B
11-9199	Managers, All Other	8,541	9,243	8.2	702	2,172	3,394	6,268	58.00	B	B
13-0000	<b>Business and Financial Operations Occupations</b>	102,133	111,683	9.4	9,550	26,231	48,654	84,435	-	-	-
13-1000	<i>Business Operations Specialists</i>	66,155	72,505	9.6	6,350	17,146	32,975	56,471	-	-	-
13-1020	Buyers and Purchasing Agents	5,194	5,030	-3.2	-164	1,516	2,562	3,914	29.29	B	B
13-1041	Compliance Officers	5,832	6,248	7.1	416	1,436	2,403	4,255	39.62	B	B
13-1071	Human Resources Specialists	7,398	8,040	8.7	642	1,837	3,945	6,424	30.59	B	B
13-1081	Logisticians	2,032	2,618	28.8	586	500	1,121	2,207	23.35	B	B
13-1082	Project Management Specialists	6,664	7,224	8.4	560	1,274	3,171	5,005	39.63	B	B
13-1111	Management Analysts	8,960	10,000	11.6	1,040	2,721	4,152	7,913	39.57	B	B
13-1151	Training and Development Specialists	2,759	3,065	11.1	306	736	1,384	2,426	30.80	B	B
13-1161	Market Research Analysts and Marketing Specialists	6,998	8,256	18.0	1,258	1,765	4,195	7,218	32.18	B	B
13-1199	Business Operations Specialists, All Other	11,440	12,520	9.4	1,080	3,099	5,851	10,030	30.48	B	B
13-2000	<i>Financial Specialists</i>	35,978	39,178	8.9	3,200	9,085	15,679	27,964	-	-	-
13-2011	Accountants and Auditors	16,010	17,434	8.9	1,424	4,075	7,433	12,932	37.50	B	B
13-2020	Property Appraisers and Assessors	854	911	6.7	57	327	264	648	49.89	B	B
13-2072	Loan Officers	3,383	3,598	6.4	215	707	1,467	2,389	29.49	B	B
13-2099	Financial Specialists, All Other	1,705	1,846	8.3	141	392	733	1,266	21.73	B	B
15-0000	<b>Computer and Mathematical Occupations</b>	30,871	36,113	17.0	5,242	5,895	13,047	24,184	-	-	-
15-1200	<i>Computer Occupations</i>	29,057	33,808	16.4	4,751	5,478	12,329	22,558	-	-	-
15-1211	Computer Systems Analysts	2,591	2,890	11.5	299	541	990	1,830	47.71	B	B
15-1231	Computer Network Support Specialists	1,936	2,158	11.5	222	385	872	1,479	31.21	A	A
15-1232	Computer User Support Specialists	6,059	6,645	9.7	586	1,195	2,705	4,486	25.27	PS	SC
15-1244	Network and Computer Systems Administrators	2,727	2,926	7.3	199	481	1,038	1,718	41.01	B	B
15-2000	<i>Mathematical Science Occupations</i>	1,814	2,305	27.1	491	417	718	1,626	-	-	-
17-0000	<b>Architecture and Engineering Occupations</b>	13,444	14,824	10.3	1,380	3,330	5,344	10,054	-	-	-
17-1000	<i>Architects, Surveyors, and Cartographers</i>	2,484	2,752	10.8	268	660	818	1,746	-	-	-
17-1022	Surveyors	502	546	8.8	44	134	177	355	26.28	B	B

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

## JOBS BY OCCUPATION

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
		2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
17-2000	<i>Engineers</i>	7,158	7,947	11.0	789	1,358	2,471	4,618	-	-	-
17-2141	Mechanical Engineers	650	707	8.8	57	111	214	382	38.22	B	B
17-3000	<i>Drafters, Engineering Technicians, and Mapping Technicians</i>	3,802	4,125	8.5	323	1,312	2,055	3,690	-	-	-
17-3021	Aerospace Engineering and Operations Technologists and Technicians	201	243	20.9	42	63	111	216	28.39	A	A
17-3031	Surveying and Mapping Technicians	564	617	9.4	53	189	398	640	22.42	A	HS
19-0000	<b>Life, Physical, and Social Science Occupations</b>	7,253	7,850	8.2	597	1,369	4,015	5,981	-	-	-
19-1000	<i>Life Scientists</i>	1,706	1,829	7.2	123	265	854	1,242	-	-	-
19-1021	Biochemists and Biophysicists	75	92	22.7	17	13	44	74	39.56	D	D
19-1022	Microbiologists	79	84	6.3	5	13	43	61	24.12	M	B
19-2000	<i>Physical Scientists</i>	1,082	1,154	6.7	72	161	599	832	-	-	-
19-2032	Materials Scientists	19	20	5.3	1	3	10	14	-	B	B
19-2041	Environmental Scientists and Specialists, Including Health	398	415	4.3	17	69	226	312	29.20	B	B
19-3000	<i>Social Scientists and Related Workers</i>	2,377	2,603	9.5	226	517	978	1,721	-	-	-
19-4000	<i>Life, Physical, and Social Science Technicians</i>	1,615	1,758	8.9	143	336	1,272	1,751	-	-	-
19-5000	<i>Occupational Health and Safety Specialists and Technicians</i>	473	506	7.0	33	90	312	435	-	-	-
21-0000	<b>Community and Social Service Occupations</b>	18,072	20,320	12.4	2,248	5,966	8,738	16,952	-	-	-
21-1000	<i>Counselors, Social Workers, and Other Community and Social Service Specialists</i>	15,644	17,698	13.1	2,054	5,063	7,574	14,691	-	-	-
21-1012	Educational, Guidance, and Career Counselors and Advisors	2,796	3,256	16.5	460	759	1,220	2,439	24.04	M	M
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	1,947	2,387	22.6	440	627	967	2,034	23.16	B	B
21-1021	Child, Family, and School Social Workers	2,209	2,565	16.1	356	624	1,142	2,122	24.56	B	B
21-1093	Social and Human Service Assistants	2,736	3,021	10.4	285	1,078	1,534	2,897	18.66	SC	HS
21-1099	Community and Social Service Specialists, All Other	513	567	10.5	54	176	289	519	22.90	B	B
21-2000	<i>Religious Workers</i>	2,428	2,622	8.0	194	903	1,164	2,261	-	-	-
21-2011	Clergy	1,116	1,202	7.7	86	389	474	949	24.77	M	B
23-0000	<b>Legal Occupations</b>	24,433	27,350	11.9	2,917	6,333	7,377	16,627	-	-	-
23-1000	<i>Lawyers, Judges, and Related Workers</i>	16,682	18,557	11.2	1,875	3,567	3,042	8,484	-	-	-
23-1011	Lawyers	15,930	17,810	11.8	1,880	3,400	2,891	8,171	52.60	D	D
23-2000	<i>Legal Support Workers</i>	7,751	8,793	13.4	1,042	2,766	4,335	8,143	-	-	-
23-2011	Paralegals and Legal Assistants	6,517	7,542	15.7	1,025	2,344	3,728	7,097	28.16	A	A
25-0000	<b>Educational Instruction and Library Occupations</b>	61,643	69,644	13.0	8,001	23,852	23,661	55,514	-	-	-
25-1000	<i>Postsecondary Teachers</i>	12,286	13,977	13.8	1,691	4,738	3,992	10,421	-	-	-
25-1031	Architecture Teachers, Postsecondary	51	57	11.8	6	19	16	41	98,391.00	D	D
25-1032	Engineering Teachers, Postsecondary	268	309	15.3	41	104	88	233	100,432.00	D	D
25-1052	Chemistry Teachers, Postsecondary	57	65	14.0	8	22	19	49	61,277.00	D	D
25-1082	Library Science Teachers, Postsecondary	64	72	12.5	8	25	21	54	75,937.00	D	D
25-1113	Social Work Teachers, Postsecondary	28	30	7.1	2	10	9	21	-	D	D
25-1122	Communications Teachers, Postsecondary	96	106	10.4	10	36	31	77	78,836.00	D	D
25-2000	<i>Preschool, Elementary, Middle, Secondary, and Special Education Teachers</i>	29,497	33,328	13.0	3,831	8,609	10,743	23,183	-	-	-
25-2011	Preschool Teachers, Except Special Education	4,142	4,777	15.3	635	1,651	2,178	4,464	13.79	A	A
25-2021	Elementary School Teachers, Except Special Education	6,208	6,997	12.7	789	1,773	2,050	4,612	64,902.00	B	B
25-2022	Middle School Teachers, Except Special and Career/Technical Education	5,324	5,998	12.7	674	1,520	1,758	3,952	63,813.00	B	B
25-2031	Secondary School Teachers, Except Special and Career/Technical Education	8,551	9,622	12.5	1,071	2,083	2,818	5,972	65,048.00	B	B
25-3000	<i>Other Teachers and Instructors</i>	9,613	10,896	13.3	1,283	5,407	4,422	11,112	-	-	-
25-4000	<i>Librarians, Curators, and Archivists</i>	1,659	1,736	4.6	77	961	650	1,688	-	-	-
25-4011	Archivists	42	41	-2.4	-1	20	20	39	23.19	M	M
25-4022	Librarians and Media Collections Specialists	813	886	9.0	73	401	272	746	36.86	M	M
25-9000	<i>Other Educational Instruction and Library Occupations</i>	8,588	9,707	13.0	1,119	4,137	3,854	9,110	-	-	-
25-9045	Teaching Assistants, Except Postsecondary	5,232	5,876	12.3	644	2,648	2,529	5,821	30,650.00	SC	SC
27-0000	<b>Arts, Design, Entertainment, Sports, and Media Occupations</b>	30,730	32,752	6.6	2,022	9,735	15,603	27,360	-	-	-

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research



## JOBS BY OCCUPATION

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
		2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
27-1000	<i>Art and Design Workers</i>	10,200	10,786	5.7	586	3,420	4,833	8,839	-	-	-
27-1013	Fine Artists, Including Painters, Sculptors, and Illustrators	298	316	6.0	18	126	131	275	-	B	B
27-1019	Artists and Related Workers, All Other	191	200	4.7	9	80	83	172	39.99	SC	NR
27-1026	Merchandise Displayers and Window Trimmers	1,362	1,463	7.4	101	531	792	1,424	15.03	SC	HS
27-1027	Set and Exhibit Designers	181	192	6.1	11	45	90	146	23.28	B	B
27-2000	<i>Entertainers and Performers, Sports and Related Workers</i>	7,069	7,571	7.1	502	2,770	3,888	7,160	-	-	-
27-3000	<i>Media and Communication Workers</i>	8,188	8,701	6.3	513	2,173	4,196	6,882	-	-	-
27-3031	Public Relations Specialists	4,400	4,816	9.5	416	920	2,302	3,638	27.41	B	B
27-4000	<i>Media and Communication Equipment Workers</i>	5,273	5,694	8.0	421	1,372	2,686	4,479	-	-	-
29-0000	<b>Healthcare Practitioners and Technical Occupations</b>	84,982	93,900	10.5	8,918	21,369	20,326	50,613	-	-	-
29-1000	<i>Healthcare Diagnosing or Treating Practitioners</i>	53,966	59,653	10.5	5,687	12,493	9,592	27,772	-	-	-
29-1021	Dentists, General	1,890	2,125	12.4	235	330	120	685	67.60	D	D
29-1051	Pharmacists	3,079	3,257	5.8	178	540	452	1,170	63.91	D	D
29-1123	Physical Therapists	1,909	2,212	15.9	303	402	319	1,024	41.64	D	D
29-1127	Speech-Language Pathologists	732	848	15.8	116	174	205	495	42.00	M	M
29-1141	Registered Nurses	27,410	29,192	6.5	1,782	7,259	5,622	14,663	38.60	B	B
29-1171	Nurse Practitioners	2,040	2,927	43.5	887	452	566	1,905	51.70	M	M
29-1292	Dental Hygienists	1,079	1,241	15.0	162	388	211	761	37.28	A	A
29-2000	<i>Health Technologists and Technicians</i>	27,174	29,979	10.3	2,805	7,913	9,658	20,376	-	-	-
29-2010	Clinical Laboratory Technologists and Technicians	3,367	3,713	10.3	346	901	1,050	2,297	28.98	A	B
29-2034	Radiologic Technologists and Technicians	1,954	2,159	10.5	205	448	437	1,090	31.03	A	A
29-2043	Paramedics	337	381	13.1	44	57	96	197	22.42	PS	PS
29-2052	Pharmacy Technicians	5,060	5,473	8.2	413	1,514	2,281	4,208	18.00	PS	HS
29-2061	Licensed Practical and Licensed Vocational Nurses	3,739	4,045	8.2	306	1,243	1,268	2,817	24.35	PS	PS
29-2072	Medical Records Specialists	2,273	2,495	9.8	222	693	666	1,581	22.15	PS	PS
29-9000	<i>Other Healthcare Practitioners and Technical Occupations</i>	3,842	4,268	11.1	426	963	1,076	2,465	-	-	-
29-9092	Genetic Counselors	17	19	11.8	2	4	5	11	43.63	M	M
31-0000	<b>Healthcare Support Occupations</b>	38,234	43,303	13.3	5,069	20,382	27,563	53,014	-	-	-
31-1100	Home Health and Personal Care Aides; and Nursing Assistants, Orderlies, and Psychiatric Aides	19,346	21,135	9.2	1,789	11,767	12,632	26,188	-	-	-
31-1120	Home Health and Personal Care Aides	8,801	10,300	17.0	1,499	6,193	5,351	13,043	12.12	HS	HS
31-1131	Nursing Assistants	10,051	10,313	2.6	262	5,332	6,895	12,489	16.10	PS	PS
31-2000	<i>Occupational Therapy and Physical Therapist Assistants and Aides</i>	1,215	1,490	22.6	275	534	1,016	1,825	-	-	-
31-9000	<i>Other Healthcare Support Occupations</i>	17,673	20,678	17.0	3,005	8,081	13,915	25,001	-	-	-
31-9091	Dental Assistants	4,055	4,635	14.3	580	1,910	3,054	5,544	18.31	PS	PS
31-9092	Medical Assistants	7,495	9,157	22.2	1,662	3,075	6,159	10,896	18.09	PS	PS
33-0000	<b>Protective Service Occupations</b>	46,666	49,196	5.4	2,530	21,071	25,389	48,990	-	-	-
33-1000	<i>Supervisors of Protective Service Workers</i>	4,021	4,112	2.3	91	1,076	1,593	2,760	-	-	-
33-2000	<i>Firefighting and Prevention Workers</i>	3,324	3,432	3.2	108	908	1,402	2,418	-	-	-
33-2011	Firefighters	1,773	1,843	3.9	70	380	775	1,225	32.62	PS	PS
33-3000	<i>Law Enforcement Workers</i>	12,236	12,233	0.0	-3	3,209	5,126	8,332	-	-	-
33-9000	<i>Other Protective Service Workers</i>	27,085	29,419	8.6	2,334	15,878	17,268	35,480	-	-	-
33-9032	Security Guards	21,388	23,300	8.9	1,912	10,775	13,809	26,496	14.01	HS	HS
33-9093	Transportation Security Screeners	1,724	1,804	4.6	80	584	710	1,374	22.35	HS	HS
35-0000	<b>Food Preparation and Serving Related Occupations</b>	112,921	128,786	14.0	15,865	80,761	96,699	193,325	-	-	-
35-1000	<i>Supervisors of Food Preparation and Serving Workers</i>	11,544	13,109	13.6	1,565	4,662	10,272	16,499	-	-	-
35-1011	Chefs and Head Cooks	2,349	2,694	14.7	345	705	1,979	3,029	25.19	A	HS
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	9,195	10,415	13.3	1,220	3,957	8,293	13,470	18.92	HS	HS
35-2000	<i>Cooks and Food Preparation Workers</i>	34,269	39,113	14.1	4,844	21,633	24,823	51,300	-	-	-
35-2012	Cooks, Institution and Cafeteria	2,424	2,628	8.4	204	1,395	1,707	3,306	14.72	NR	NR

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

## JOBS BY OCCUPATION

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
		2023	2021	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
35-2021	Food Preparation Workers	8,007	8,836	10.4	829	6,024	5,723	12,576	14.57	NR	NR
35-3000	Food and Beverage Serving Workers	52,423	59,822	14.1	7,399	40,962	50,468	98,829	-	-	-
35-3023	Fast Food and Counter Workers	21,879	24,920	13.9	3,041	20,298	20,168	43,507	12.99	NR	NR
35-9000	Other Food Preparation and Serving Related Workers	14,685	16,742	14.0	2,057	13,504	11,136	26,697	-	-	-
37-0000	<b>Building and Grounds Cleaning and Maintenance Occupations</b>	46,953	51,710	10.1	4,757	25,202	28,211	58,170	-	-	-
37-1000	Supervisors of Building and Grounds Cleaning and Maintenance Workers	4,342	4,786	10.2	444	1,648	2,403	4,495	-	-	-
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	2,969	3,298	11.1	329	1,253	1,612	3,194	19.84	HS	HS
37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1,373	1,488	8.4	115	395	791	1,301	21.69	SC	HS
37-2000	Building Cleaning and Pest Control Workers	33,650	37,089	10.2	3,439	20,040	19,527	43,006	-	-	-
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	20,661	22,693	9.8	2,032	12,044	12,172	26,248	13.36	HS	NR
37-2012	Maids and Housekeeping Cleaners	12,227	13,523	10.6	1,296	7,755	6,703	15,754	13.97	NR	NR
37-3000	Grounds Maintenance Workers	8,961	9,835	9.8	874	3,514	6,281	10,669	-	-	-
37-3011	Landscaping and Groundskeeping Workers	8,380	9,193	9.7	813	3,356	5,796	9,965	16.54	NR	NR
39-0000	<b>Personal Care and Service Occupations</b>	32,534	36,030	10.7	3,496	19,875	28,357	51,728	-	-	-
39-1000	Supervisors of Personal Care and Service Workers	2,407	2,666	10.8	259	967	1,502	2,728	-	-	-
39-2000	Animal Care and Service Workers	2,321	2,809	21.0	488	1,382	2,324	4,194	-	-	-
39-3000	Entertainment Attendants and Related Workers	4,395	4,930	12.2	535	4,408	5,534	10,477	-	-	-
39-5000	Personal Appearance Workers	5,827	6,281	7.8	454	2,809	3,754	7,017	-	-	-
39-6000	Baggage Porters, Bellhops, and Concierges	1,360	1,548	13.8	188	654	1,151	1,993	-	-	-
39-9000	Other Personal Care and Service Workers	15,339	16,848	9.8	1,509	9,155	13,322	23,986	-	-	-
39-9011	Childcare Workers	9,026	9,696	7.4	670	5,486	7,042	13,198	13.84	HS	HS
41-0000	<b>Sales and Related Occupations</b>	171,808	177,546	3.3	5,738	77,682	102,544	185,964	-	-	-
41-1000	Supervisors of Sales Workers	21,055	20,966	-0.4	-89	6,587	10,895	17,393	-	-	-
41-1011	First-Line Supervisors of Retail Sales Workers	14,511	14,256	-1.8	-255	4,758	7,860	12,363	22.39	SC	HS
41-1012	First-Line Supervisors of Non-Retail Sales Workers	6,544	6,710	2.5	166	1,829	3,035	5,030	38.51	SC	HS
41-2000	Retail Sales Workers	81,222	82,053	1.0	831	48,878	54,957	104,666	-	-	-
41-2011	Cashiers	28,546	28,304	-0.8	-242	21,842	21,048	42,648	12.72	NR	NR
41-2021	Counter and Rental Clerks	3,674	4,122	12.2	448	1,820	1,994	4,262	16.94	NR	NR
41-2031	Retail Salespersons	46,669	47,174	1.1	505	24,121	30,416	55,042	14.15	HS	NR
41-3000	Sales Representatives, Services	34,716	37,263	7.3	2,547	9,885	19,697	32,129	-	-	-
41-3031	Securities, Commodities, and Financial Services Sales Agents	7,657	8,263	7.9	606	1,747	3,685	6,038	30.27	B	B
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	15,997	17,269	8.0	1,272	3,764	10,536	15,572	28.85	B	HS
41-4000	Sales Representatives, Wholesale and Manufacturing	18,600	19,710	6.0	1,110	5,265	10,131	16,506	-	-	-
41-9000	Other Sales and Related Workers	16,215	17,554	8.3	1,339	7,067	6,864	15,270	-	-	-
43-0000	<b>Office and Administrative Support Occupations</b>	211,012	212,496	0.7	1,484	92,676	114,631	208,791	-	-	-
43-1000	Supervisors of Office and Administrative Support Workers	18,542	19,215	3.6	673	6,583	9,684	16,940	-	-	-
43-1011	First-Line Supervisors of Office and Administrative Support Workers	18,542	19,215	3.6	673	6,583	9,684	16,940	29.14	SC	HS
43-2000	Communications Equipment Operators	490	416	-15.1	-74	211	228	365	-	-	-
43-2021	Telephone Operators	19	16	-15.8	-3	9	10	16	16.00	HS	HS
43-3000	Financial Clerks	27,203	27,266	0.2	63	12,831	13,074	25,968	-	-	-
43-3021	Billing and Posting Clerks	4,092	4,428	8.2	336	1,643	2,245	4,224	19.63	HS	HS
43-3031	Bookkeeping, Accounting, and Auditing Clerks	16,571	16,625	0.3	54	8,895	7,441	16,390	21.44	SC	SC
43-3071	Tellers	2,603	2,369	-9.0	-234	915	1,290	1,971	17.66	HS	HS
43-4000	Information and Record Clerks	63,116	64,484	2.2	1,368	28,560	41,287	71,215	-	-	-
43-4031	Court, Municipal, and License Clerks	1,630	1,693	3.9	63	737	771	1,571	22.52	SC	HS
43-4171	Receptionists and Information Clerks	12,180	12,788	5.0	608	6,204	7,432	14,244	15.17	HS	HS
43-4199	Information and Record Clerks, All Other	905	967	6.9	62	365	515	942	19.62	HS	HS
43-5000	Material Recording, Scheduling, Dispatching, and Distributing Workers	25,525	25,180	-1.4	-345	8,741	12,538	20,934	-	-	-
43-5032	Dispatchers, Except Police, Fire, and Ambulance	2,002	2,065	3.1	63	674	986	1,723	19.05	HS	HS

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

## JOBS BY OCCUPATION

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
		2023	2021	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
43-5051	Postal Service Clerks	484	428	-11.6	-56	186	145	275	27.97	HS	NR
43-5052	Postal Service Mail Carriers	2,680	2,368	-11.6	-312	778	784	1,250	25.81	HS	NR
43-5061	Production, Planning, and Expediting Clerks	2,246	2,404	7.0	158	731	1,327	2,216	22.83	SC	HS
43-5071	Shipping, Receiving, and Inventory Clerks	8,849	8,675	-2.0	-174	2,905	4,805	7,536	17.25	HS	HS
43-6000	<i>Secretaries and Administrative Assistants</i>	38,782	38,137	-1.7	-645	17,372	18,658	35,385	-	-	-
43-6011	Executive Secretaries and Executive Administrative Assistants	5,093	4,546	-10.7	-547	1,838	2,600	3,891	31.18	SC	HS
43-6012	Legal Secretaries and Administrative Assistants	2,870	2,500	-12.9	-370	1,235	1,419	2,284	21.28	SC	HS
43-6013	Medical Secretaries and Administrative Assistants	9,157	10,296	12.4	1,139	4,434	4,522	10,095	17.80	SC	HS
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	21,662	20,795	-4.0	-867	9,865	10,117	19,115	19.38	HS	HS
43-9000	<i>Other Office and Administrative Support Workers</i>	37,354	37,798	1.2	444	18,378	19,162	37,984	-	-	-
43-9021	Data Entry Keyers	1,606	1,368	-14.8	-238	633	847	1,242	16.88	HS	HS
43-9061	Office Clerks, General	31,913	32,529	1.9	616	16,260	16,221	33,097	18.00	HS	HS
43-9081	Proofreaders and Copy Markers	65	67	3.1	2	40	35	77	-	B	B
43-9111	Statistical Assistants	65	73	12.3	8	14	46	68	17.70	B	B
45-0000	<b>Farming, Fishing, and Forestry Occupations</b>	8,162	8,907	9.1	745	3,537	7,344	11,626	-	-	-
45-1000	<i>Supervisors of Farming, Fishing, and Forestry Workers</i>	390	442	13.3	52	154	324	530	-	-	-
45-2000	<i>Agricultural Workers</i>	7,627	8,320	9.1	693	3,315	6,906	10,914	-	-	-
45-3000	<i>Fishing and Hunting Workers</i>	98	91	-7.1	-7	48	66	107	-	-	-
45-4000	<i>Forest, Conservation, and Logging Workers</i>	47	54	14.9	7	20	48	75	-	-	-
45-4022	Logging Equipment Operators	11	14	27.3	3	4	11	18	-	HS	HS
47-0000	<b>Construction and Extraction Occupations</b>	52,590	55,475	5.5	2,885	14,911	27,030	44,826	-	-	-
47-1000	<i>Supervisors of Construction and Extraction Workers</i>	6,830	7,329	7.3	499	1,846	3,415	5,760	-	-	-
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	6,830	7,329	7.3	499	1,846	3,415	5,760	32.54	SC	HS
47-2000	<i>Construction Trades Workers</i>	40,803	43,152	5.8	2,349	11,356	20,762	34,467	-	-	-
47-2031	Carpenters	8,472	8,893	5.0	421	2,394	4,068	6,883	22.38	PS	HS
47-2061	Construction Laborers	10,303	11,047	7.2	744	3,033	5,297	9,074	17.89	NR	NR
47-2073	Operating Engineers and Other Construction Equipment Operators	2,084	2,241	7.5	157	616	1,143	1,916	38.83	HS	HS
47-2111	Electricians	5,421	5,703	5.2	282	1,520	3,007	4,809	23.86	PS	HS
47-2152	Plumbers, Pipefitters, and Steamfitters	2,469	2,489	0.8	20	657	1,340	2,017	24.11	PS	HS
47-3000	<i>Helpers, Construction Trades</i>	1,895	1,871	-1.3	-24	509	1,303	1,788	-	-	-
47-4000	<i>Other Construction and Related Workers</i>	2,786	2,826	1.4	40	1,127	1,379	2,546	-	-	-
47-4011	Construction and Building Inspectors	1,465	1,462	-0.2	-3	753	672	1,422	31.28	PS	HS
47-5000	<i>Extraction Workers</i>	276	297	7.6	21	73	171	265	-	-	-
49-0000	<b>Installation, Maintenance, and Repair Occupations</b>	57,824	61,898	7.0	4,074	17,552	28,595	50,221	-	-	-
49-1000	<i>Supervisors of Installation, Maintenance, and Repair Workers</i>	4,921	5,298	7.7	377	1,530	2,268	4,175	-	-	-
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	4,921	5,298	7.7	377	1,530	2,268	4,175	30.63	SC	HS
49-2000	<i>Electrical and Electronic Equipment Mechanics, Installers, and Repairers</i>	6,194	6,084	-1.8	-110	1,738	3,396	5,024	-	-	-
49-3000	<i>Vehicle and Mobile Equipment Mechanics, Installers, and Repairers</i>	16,931	18,183	7.4	1,252	4,711	8,408	14,371	-	-	-
49-3023	Automotive Service Technicians and Mechanics	6,648	7,128	7.2	480	1,902	3,492	5,874	22.71	PS	PS
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	2,056	2,238	8.9	182	572	991	1,745	27.90	PS	HS
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	1,086	1,172	7.9	86	291	570	947	27.52	PS	HS
49-3043	Rail Car Repairers	171	198	15.8	27	48	93	168	-	HS	HS
49-3093	Tire Repairers and Changers	660	716	8.5	56	188	428	672	14.57	HS	HS
49-9000	<i>Other Installation, Maintenance, and Repair Occupations</i>	29,778	32,333	8.6	2,555	9,573	14,523	26,651	-	-	-
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	3,924	4,073	3.8	149	975	2,040	3,164	22.91	PS	PS
49-9041	Industrial Machinery Mechanics	1,178	1,401	18.9	223	366	532	1,121	25.38	PS	HS
49-9071	Maintenance and Repair Workers, General	16,361	17,901	9.4	1,540	5,623	7,621	14,784	18.33	HS	HS
49-9092	Commercial Divers	82	91	11.0	9	25	46	80	24.15	PS	PS
49-9098	Helpers--Installation, Maintenance, and Repair Workers	763	822	7.7	59	351	411	821	16.94	HS	HS

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

## JOBS BY OCCUPATION

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
		2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
49-9099	Installation, Maintenance, and Repair Workers, All Other	2,176	2,378	9.3	202	657	1,206	2,065	19.55	HS	HS
51-0000	<b>Production Occupations</b>	40,688	42,567	4.6	1,879	16,202	23,363	41,444	-	-	-
51-1000	<i>Supervisors of Production Workers</i>	3,191	3,433	7.6	242	958	1,780	2,980	-	-	-
51-1011	First-Line Supervisors of Production and Operating Workers	3,191	3,433	7.6	242	958	1,780	2,980	28.09	SC	HS
51-2000	<i>Assemblers and Fabricators</i>	8,154	8,026	-1.6	-128	2,836	4,609	7,317	-	-	-
51-2090	Miscellaneous Assemblers and Fabricators	6,204	6,067	-2.2	-137	2,146	3,524	5,533	16.23	HS	HS
51-3000	<i>Food Processing Workers</i>	4,007	4,381	9.3	374	1,901	2,615	4,890	-	-	-
51-4000	<i>Metal Workers and Plastic Workers</i>	3,840	4,070	6.0	230	1,141	2,277	3,648	-	-	-
51-4034	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic	14	12	-14.3	-2	7	7	12	23.63	HS	HS
51-4121	Welders, Cutters, Solderers, and Brazers	1,469	1,602	9.1	133	385	951	1,469	22.42	PS	HS
51-5100	Printing Workers	1,410	1,385	-1.8	-25	496	745	1,216	-	-	-
51-6000	<i>Textile, Apparel, and Furnishings Workers</i>	6,236	6,840	9.7	604	3,812	3,051	7,467	-	-	-
51-6011	Laundry and Dry-Cleaning Workers	2,304	2,599	12.8	295	1,497	1,285	3,077	12.11	NR	NR
51-6064	Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders	12	12	0.0	0	6	7	13	-	HS	HS
51-7000	<i>Woodworkers</i>	785	788	0.4	3	303	418	724	-	-	-
51-8000	<i>Plant and System Operators</i>	1,125	1,114	-1.0	-11	305	589	883	-	-	-
51-8031	Water and Wastewater Treatment Plant and System Operators	683	654	-4.2	-29	197	320	488	31.81	PS	HS
51-9000	<i>Other Production Occupations</i>	11,940	12,530	4.9	590	4,450	7,279	12,319	-	-	-
51-9051	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	24	28	16.7	4	9	14	27	18.48	HS	HS
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	2,610	2,592	-0.7	-18	902	1,665	2,549	19.73	PS	HS
53-0000	<b>Transportation and Material Moving Occupations</b>	136,740	149,001	9.0	12,261	60,528	96,500	169,289	-	-	-
53-1000	<i>Supervisors of Transportation and Material Moving Workers</i>	6,384	6,897	8.0	513	1,915	4,360	6,788	-	-	-
53-1041	Aircraft Cargo Handling Supervisors	562	582	3.6	20	165	376	561	27.72	HS	HS
53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	5,822	6,315	8.5	493	1,750	3,984	6,227	27.48	SC	HS
53-2000	<i>Air Transportation Workers</i>	11,733	12,879	9.8	1,146	5,206	7,422	13,774	-	-	-
53-3000	<i>Motor Vehicle Operators</i>	40,426	44,459	10.0	4,033	18,122	22,770	44,925	-	-	-
53-3031	Driver/Sales Workers	6,008	6,707	11.6	699	2,363	3,598	6,660	15.06	HS	HS
53-3032	Heavy and Tractor-Trailer Truck Drivers	13,192	14,211	7.7	1,019	5,094	7,754	13,867	22.40	PS	PS
53-3033	Light Truck Drivers	11,689	12,537	7.3	848	4,503	6,855	12,206	18.81	HS	HS
53-3051	Bus Drivers, School	1,367	1,585	15.9	218	1,258	584	2,060	15.67	HS	HS
53-3054	Taxi Drivers	2,446	3,134	28.1	688	1,169	1,219	3,076	14.82	NR	NR
53-4000	<i>Rail Transportation Workers</i>	274	278	1.5	4	84	147	235	-	-	-
53-4022	Railroad Brake, Signal, and Switch Operators and Locomotive Firers	53	54	1.9	1	18	29	48	-	HS	HS
53-5000	<i>Water Transportation Workers</i>	2,031	2,089	2.9	58	538	1,342	1,938	-	-	-
53-5031	Ship Engineers	542	546	0.7	4	139	373	516	49.36	PS	PS
53-6000	<i>Other Transportation Workers</i>	6,239	6,442	3.3	203	2,921	4,565	7,689	-	-	-
53-7000	<i>Material Moving Workers</i>	69,653	75,957	9.1	6,304	31,742	55,894	93,940	-	-	-
53-7051	Industrial Truck and Tractor Operators	5,988	6,961	16.2	973	1,733	4,125	6,831	17.89	NR	NR
53-7061	Cleaners of Vehicles and Equipment	2,566	2,847	11.0	281	1,167	1,931	3,379	14.37	NR	NR
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	25,093	26,538	5.8	1,445	10,008	18,932	30,385	15.84	NR	NR
53-7065	Stockers and Order Fillers	26,851	30,112	12.1	3,261	14,598	24,212	42,071	15.93	HS	HS

\* Annual wage rates are reported where hourly wage rates do not exist but annual wage rates do. These rates are italicized.

\*\* Education levels as assigned by the Florida Labor Market Estimating Conference (LMEC) or by the U.S. Department of Labor, Bureau of Labor Statistics (BLS).

NR: no formal educational credential required

HS: high school diploma or GED

SC: some college, no degree

PS: postsecondary non-degree award

A: associate degree

## JOBS BY OCCUPATION

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

SOC Code	SOC Title	Employment		Percent Growth	Job Openings				2022 Median Hourly Wage (\$)*	Education	
		2023	2031		Growth	Exits	Transfers	Total		LMEC**	BLS**

B: bachelor's degree  
 M: master's degree  
 D: doctoral or professional degree

## FASTEST-GROWING OCCUPATIONS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
1	29-1171	Nurse Practitioners	2,040	2,927	43.5	887	452	566	1,905	51.70	M	M
2	13-1081	Logisticians	2,032	2,618	28.8	586	500	1,121	2,207	23.35	B	B
3	53-3054	Taxi Drivers	2,446	3,134	28.1	688	1,169	1,219	3,076	14.82	NR	NR
4	11-9111	Medical and Health Services Managers	5,577	6,975	25.1	1,398	1,405	2,524	5,327	50.64	B	B
5	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	1,947	2,387	22.6	440	627	967	2,034	23.16	B	B
6	31-9092	Medical Assistants	7,495	9,157	22.2	1,662	3,075	6,159	10,896	18.09	PS	PS
7	49-9041	Industrial Machinery Mechanics	1,178	1,401	18.9	223	366	532	1,121	25.38	PS	HS
8	13-1161	Market Research Analysts and Marketing Specialists	6,998	8,256	18.0	1,258	1,765	4,195	7,218	32.18	B	B
9	11-3031	Financial Managers	6,352	7,452	17.3	1,100	1,354	2,757	5,211	65.40	B	B
10	31-1120	Home Health and Personal Care Aides	8,801	10,300	17.0	1,499	6,193	5,351	13,043	12.12	HS	HS
11	21-1012	Educational, Guidance, and Career Counselors and Advisors	2,796	3,256	16.5	460	759	1,220	2,439	24.04	M	M
12	53-7051	Industrial Truck and Tractor Operators	5,988	6,961	16.2	973	1,733	4,125	6,831	17.89	NR	NR
13	21-1021	Child, Family, and School Social Workers	2,209	2,565	16.1	356	624	1,142	2,122	24.56	B	B
14	53-3051	Bus Drivers, School	1,367	1,585	15.9	218	1,258	584	2,060	15.67	HS	HS
15	29-1123	Physical Therapists	1,909	2,212	15.9	303	402	319	1,024	41.64	D	D
16	29-1127	Speech-Language Pathologists	732	848	15.8	116	174	205	495	42.00	M	M
17	23-2011	Paralegals and Legal Assistants	6,517	7,542	15.7	1,025	2,344	3,728	7,097	28.16	A	A
18	25-2011	Preschool Teachers, Except Special Education	4,142	4,777	15.3	635	1,651	2,178	4,464	13.79	A	A
19	29-1292	Dental Hygienists	1,079	1,241	15.0	162	388	211	761	37.28	A	A
20	35-1011	Chefs and Head Cooks	2,349	2,694	14.7	345	705	1,979	3,029	25.19	A	HS
21	11-9151	Social and Community Service Managers	1,208	1,381	14.3	173	345	553	1,071	35.72	B	B
22	31-9091	Dental Assistants	4,055	4,635	14.3	580	1,910	3,054	5,544	18.31	PS	PS
23	35-3023	Fast Food and Counter Workers	21,879	24,920	13.9	3,041	20,298	20,168	43,507	12.99	NR	NR
24	35-1012	First-Line Supervisors of Food Preparation and Serving Workers	9,195	10,415	13.3	1,220	3,957	8,293	13,470	18.92	HS	HS
25	51-6011	Laundry and Dry-Cleaning Workers	2,304	2,599	12.8	295	1,497	1,285	3,077	12.11	NR	NR
26	25-2021	Elementary School Teachers, Except Special Education	6,208	6,997	12.7	789	1,773	2,050	4,612	64,902.00	B	B
27	25-2022	Middle School Teachers, Except Special and Career/Technical Education	5,324	5,998	12.7	674	1,520	1,758	3,952	63,813.00	B	B
28	25-2031	Secondary School Teachers, Except Special and Career/Technical Education	8,551	9,622	12.5	1,071	2,083	2,818	5,972	65,048.00	B	B
29	43-6013	Medical Secretaries and Administrative Assistants	9,157	10,296	12.4	1,139	4,434	4,522	10,095	17.80	SC	HS
30	29-1021	Dentists, General	1,890	2,125	12.4	235	330	120	685	67.60	D	D
31	11-9032	Education Administrators, Kindergarten through Secondary	1,752	1,968	12.3	216	412	687	1,315	103,908.00	M	M
32	25-9045	Teaching Assistants, Except Postsecondary	5,232	5,876	12.3	644	2,648	2,529	5,821	30,650.00	SC	SC
33	41-2021	Counter and Rental Clerks	3,674	4,122	12.2	448	1,820	1,994	4,262	16.94	NR	NR
34	53-7065	Stockers and Order Fillers	26,851	30,112	12.1	3,261	14,598	24,212	42,071	15.93	HS	HS
35	23-1011	Lawyers	15,930	17,810	11.8	1,880	3,400	2,891	8,171	52.60	D	D
36	53-3031	Driver/Sales Workers	6,008	6,707	11.6	699	2,363	3,598	6,660	15.06	HS	HS
37	13-1111	Management Analysts	8,960	10,000	11.6	1,040	2,721	4,152	7,913	39.57	B	B
38	15-1211	Computer Systems Analysts	2,591	2,890	11.5	299	541	990	1,830	47.71	B	B
39	15-1231	Computer Network Support Specialists	1,936	2,158	11.5	222	385	872	1,479	31.21	A	A
40	13-1151	Training and Development Specialists	2,759	3,065	11.1	306	736	1,384	2,426	30.80	B	B
41	37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	2,969	3,298	11.1	329	1,253	1,612	3,194	19.84	HS	HS
42	53-7061	Cleaners of Vehicles and Equipment	2,566	2,847	11.0	281	1,167	1,931	3,379	14.37	NR	NR
43	11-3121	Human Resources Managers	1,344	1,488	10.7	144	329	612	1,085	59.18	B	B
44	37-2012	Maids and Housekeeping Cleaners	12,227	13,523	10.6	1,296	7,755	6,703	15,754	13.97	NR	NR
45	29-2034	Radiologic Technologists and Technicians	1,954	2,159	10.5	205	448	437	1,090	31.03	A	A
46	21-1093	Social and Human Service Assistants	2,736	3,021	10.4	285	1,078	1,534	2,897	18.66	SC	HS
47	35-2021	Food Preparation Workers	8,007	8,836	10.4	829	6,024	5,723	12,576	14.57	NR	NR
48	29-2010	Clinical Laboratory Technologists and Technicians	3,367	3,713	10.3	346	901	1,050	2,297	28.98	A	B
49	11-9051	Food Service Managers	5,372	5,919	10.2	547	1,623	3,838	6,008	34.81	SC	HS
50	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	20,661	22,693	9.8	2,032	12,044	12,172	26,248	13.36	HS	NR
51	11-3051	Industrial Production Managers	796	874	9.8	78	149	325	552	44.75	B	B
52	29-2072	Medical Records Specialists	2,273	2,495	9.8	222	693	666	1,581	22.15	PS	PS

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

## FASTEST-GROWING OCCUPATIONS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
53	11-3012	Administrative Services Managers	2,084	2,287	9.7	203	574	869	1,646	47.35	B	B
54	37-3011	Landscaping and Groundskeeping Workers	8,380	9,193	9.7	813	3,356	5,796	9,965	16.54	NR	NR
55	15-1232	Computer User Support Specialists	6,059	6,645	9.7	586	1,195	2,705	4,486	25.27	PS	SC
56	11-3013	Facilities Managers	903	990	9.6	87	220	394	701	46.60	B	B
57	11-9021	Construction Managers	3,963	4,338	9.5	375	775	1,757	2,907	54.19	B	B
58	27-3031	Public Relations Specialists	4,400	4,816	9.5	416	920	2,302	3,638	27.41	B	B
59	49-9071	Maintenance and Repair Workers, General	16,361	17,901	9.4	1,540	5,623	7,621	14,784	18.33	HS	HS
60	51-4121	Welders, Cutters, Solderers, and Brazers	1,469	1,602	9.1	133	385	951	1,469	22.42	PS	HS
61	25-4022	Librarians and Media Collections Specialists	813	886	9.0	73	401	272	746	36.86	M	M
62	11-1021	General and Operations Managers	29,800	32,471	9.0	2,671	5,721	15,867	24,259	42.31	B	B
63	33-9032	Security Guards	21,388	23,300	8.9	1,912	10,775	13,809	26,496	14.01	HS	HS
64	13-2011	Accountants and Auditors	16,010	17,434	8.9	1,424	4,075	7,433	12,932	37.50	B	B
65	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	2,056	2,238	8.9	182	572	991	1,745	27.90	PS	HS
66	17-2141	Mechanical Engineers	650	707	8.8	57	111	214	382	38.22	B	B
67	13-1071	Human Resources Specialists	7,398	8,040	8.7	642	1,837	3,945	6,424	30.59	B	B
68	49-3093	Tire Repairers and Changers	660	716	8.5	56	188	428	672	14.57	HS	HS
69	53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	5,822	6,315	8.5	493	1,750	3,984	6,227	27.48	SC	HS
70	35-2012	Cooks, Institution and Cafeteria	2,424	2,628	8.4	204	1,395	1,707	3,306	14.72	NR	NR
71	13-1082	Project Management Specialists	6,664	7,224	8.4	560	1,274	3,171	5,005	39.63	B	B
72	37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1,373	1,488	8.4	115	395	791	1,301	21.69	SC	HS
73	11-9141	Property, Real Estate, and Community Association Managers	7,032	7,620	8.4	588	2,468	2,262	5,318	30.04	B	HS
74	43-3021	Billing and Posting Clerks	4,092	4,428	8.2	336	1,643	2,245	4,224	19.63	HS	HS
75	29-2061	Licensed Practical and Licensed Vocational Nurses	3,739	4,045	8.2	306	1,243	1,268	2,817	24.35	PS	PS
76	29-2052	Pharmacy Technicians	5,060	5,473	8.2	413	1,514	2,281	4,208	18.00	PS	HS
77	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	15,997	17,269	8.0	1,272	3,764	10,536	15,572	28.85	B	HS
78	49-3042	Mobile Heavy Equipment Mechanics, Except Engines	1,086	1,172	7.9	86	291	570	947	27.52	PS	HS
79	41-3031	Securities, Commodities, and Financial Services Sales Agents	7,657	8,263	7.9	606	1,747	3,685	6,038	30.27	B	B
80	49-9098	Helpers--Installation, Maintenance, and Repair Workers	763	822	7.7	59	351	411	821	16.94	HS	HS
81	53-3032	Heavy and Tractor-Trailer Truck Drivers	13,192	14,211	7.7	1,019	5,094	7,754	13,867	22.40	PS	PS
82	21-2011	Clergy	1,116	1,202	7.7	86	389	474	949	24.77	M	B
83	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	4,921	5,298	7.7	377	1,530	2,268	4,175	30.63	SC	HS
84	51-1011	First-Line Supervisors of Production and Operating Workers	3,191	3,433	7.6	242	958	1,780	2,980	28.09	SC	HS
85	47-2073	Operating Engineers and Other Construction Equipment Operators	2,084	2,241	7.5	157	616	1,143	1,916	38.83	HS	HS
86	39-9011	Childcare Workers	9,026	9,696	7.4	670	5,486	7,042	13,198	13.84	HS	HS
87	27-1026	Merchandise Displayers and Window Trimmers	1,362	1,463	7.4	101	531	792	1,424	15.03	SC	HS
88	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	6,830	7,329	7.3	499	1,846	3,415	5,760	32.54	SC	HS
89	15-1244	Network and Computer Systems Administrators	2,727	2,926	7.3	199	481	1,038	1,718	41.01	B	B
90	53-3033	Light Truck Drivers	11,689	12,537	7.3	848	4,503	6,855	12,206	18.81	HS	HS
91	47-2061	Construction Laborers	10,303	11,047	7.2	744	3,033	5,297	9,074	17.89	NR	NR
92	49-3023	Automotive Service Technicians and Mechanics	6,648	7,128	7.2	480	1,902	3,492	5,874	22.71	PS	PS
93	13-1041	Compliance Officers	5,832	6,248	7.1	416	1,436	2,403	4,255	39.62	B	B
94	43-5061	Production, Planning, and Expediting Clerks	2,246	2,404	7.0	158	731	1,327	2,216	22.83	SC	HS
95	13-2020	Property Appraisers and Assessors	854	911	6.7	57	327	264	648	49.89	B	B
96	29-1141	Registered Nurses	27,410	29,192	6.5	1,782	7,259	5,622	14,663	38.60	B	B
97	11-3071	Transportation, Storage, and Distribution Managers	2,617	2,785	6.4	168	514	1,260	1,942	50.40	B	HS
98	13-2072	Loan Officers	3,383	3,598	6.4	215	707	1,467	2,389	29.49	B	B
99	29-1051	Pharmacists	3,079	3,257	5.8	178	540	452	1,170	63.91	D	D
100	53-7062	Laborers and Freight, Stock, and Material Movers, Hand	25,093	26,538	5.8	1,445	10,008	18,932	30,385	15.84	NR	NR

This table includes occupations with a minimum of 600 jobs in 2023.

\* Annual wage rates are reported where hourly wage rates do not exist but annual wage rates do. These rates are italicized.

## FASTEST-GROWING OCCUPATIONS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment		Percent Growth	Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031		Growth	Exits	Transfers	Total		LMEC**	BLS**
** Education levels as assigned by the Florida Labor Market Estimating Conference (LMEC) or by the U.S. Department of Labor, Bureau of Labor Statistics (BLS). NR: no formal educational credential required HS: high school diploma or GED SC: some college, no degree PS: postsecondary non-degree award A: associate degree B: bachelor's degree M: master's degree D: doctoral or professional degree												



## OCCUPATIONS GAINING THE MOST NEW JOBS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
1	53-7065	Stockers and Order Fillers	26,851	30,112	12.1	3,261	14,598	24,212	42,071	15.93	HS	HS
2	35-3023	Fast Food and Counter Workers	21,879	24,920	13.9	3,041	20,298	20,168	43,507	12.99	NR	NR
3	11-1021	General and Operations Managers	29,800	32,471	9.0	2,671	5,721	15,867	24,259	42.31	B	B
4	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	20,661	22,693	9.8	2,032	12,044	12,172	26,248	13.36	HS	NR
5	33-9032	Security Guards	21,388	23,300	8.9	1,912	10,775	13,809	26,496	14.01	HS	HS
6	23-1011	Lawyers	15,930	17,810	11.8	1,880	3,400	2,891	8,171	52.60	D	D
7	29-1141	Registered Nurses	27,410	29,192	6.5	1,782	7,259	5,622	14,663	38.60	B	B
8	31-9092	Medical Assistants	7,495	9,157	22.2	1,662	3,075	6,159	10,896	18.09	PS	PS
9	49-9071	Maintenance and Repair Workers, General	16,361	17,901	9.4	1,540	5,623	7,621	14,784	18.33	HS	HS
10	31-1120	Home Health and Personal Care Aides	8,801	10,300	17.0	1,499	6,193	5,351	13,043	12.12	HS	HS
11	53-7062	Laborers and Freight, Stock, and Material Movers, Hand	25,093	26,538	5.8	1,445	10,008	18,932	30,385	15.84	NR	NR
12	13-2011	Accountants and Auditors	16,010	17,434	8.9	1,424	4,075	7,433	12,932	37.50	B	B
13	11-9111	Medical and Health Services Managers	5,577	6,975	25.1	1,398	1,405	2,524	5,327	50.64	B	B
14	37-2012	Maids and Housekeeping Cleaners	12,227	13,523	10.6	1,296	7,755	6,703	15,754	13.97	NR	NR
15	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	15,997	17,269	8.0	1,272	3,764	10,536	15,572	28.85	B	HS
16	13-1161	Market Research Analysts and Marketing Specialists	6,998	8,256	18.0	1,258	1,765	4,195	7,218	32.18	B	B
17	35-1012	First-Line Supervisors of Food Preparation and Serving Workers	9,195	10,415	13.3	1,220	3,957	8,293	13,470	18.92	HS	HS
18	43-6013	Medical Secretaries and Administrative Assistants	9,157	10,296	12.4	1,139	4,434	4,522	10,095	17.80	SC	HS
19	11-3031	Financial Managers	6,352	7,452	17.3	1,100	1,354	2,757	5,211	65.40	B	B
20	25-2031	Secondary School Teachers, Except Special and Career/Technical Education	8,551	9,622	12.5	1,071	2,083	2,818	5,972	65,048.00	B	B
21	13-1111	Management Analysts	8,960	10,000	11.6	1,040	2,721	4,152	7,913	39.57	B	B
22	23-2011	Paralegals and Legal Assistants	6,517	7,542	15.7	1,025	2,344	3,728	7,097	28.16	A	A
23	53-3032	Heavy and Tractor-Trailer Truck Drivers	13,192	14,211	7.7	1,019	5,094	7,754	13,867	22.40	PS	PS
24	53-7051	Industrial Truck and Tractor Operators	5,988	6,961	16.2	973	1,733	4,125	6,831	17.89	NR	NR
25	29-1171	Nurse Practitioners	2,040	2,927	43.5	887	452	566	1,905	51.70	M	M
26	53-3033	Light Truck Drivers	11,689	12,537	7.3	848	4,503	6,855	12,206	18.81	HS	HS
27	35-2021	Food Preparation Workers	8,007	8,836	10.4	829	6,024	5,723	12,576	14.57	NR	NR
28	37-3011	Landscaping and Groundskeeping Workers	8,380	9,193	9.7	813	3,356	5,796	9,965	16.54	NR	NR
29	25-2021	Elementary School Teachers, Except Special Education	6,208	6,997	12.7	789	1,773	2,050	4,612	64,902.00	B	B
30	47-2061	Construction Laborers	10,303	11,047	7.2	744	3,033	5,297	9,074	17.89	NR	NR
31	53-3031	Driver/Sales Workers	6,008	6,707	11.6	699	2,363	3,598	6,660	15.06	HS	HS
32	53-3054	Taxi Drivers	2,446	3,134	28.1	688	1,169	1,219	3,076	14.82	NR	NR
33	25-2022	Middle School Teachers, Except Special and Career/Technical Education	5,324	5,998	12.7	674	1,520	1,758	3,952	63,813.00	B	B
34	43-1011	First-Line Supervisors of Office and Administrative Support Workers	18,542	19,215	3.6	673	6,583	9,684	16,940	29.14	SC	HS
35	39-9011	Childcare Workers	9,026	9,696	7.4	670	5,486	7,042	13,198	13.84	HS	HS
36	25-9045	Teaching Assistants, Except Postsecondary	5,232	5,876	12.3	644	2,648	2,529	5,821	30,650.00	SC	SC
37	13-1071	Human Resources Specialists	7,398	8,040	8.7	642	1,837	3,945	6,424	30.59	B	B
38	25-2011	Preschool Teachers, Except Special Education	4,142	4,777	15.3	635	1,651	2,178	4,464	13.79	A	A
39	43-9061	Office Clerks, General	31,913	32,529	1.9	616	16,260	16,221	33,097	18.00	HS	HS
40	43-4171	Receptionists and Information Clerks	12,180	12,788	5.0	608	6,204	7,432	14,244	15.17	HS	HS
41	41-3031	Securities, Commodities, and Financial Services Sales Agents	7,657	8,263	7.9	606	1,747	3,685	6,038	30.27	B	B
42	11-9141	Property, Real Estate, and Community Association Managers	7,032	7,620	8.4	588	2,468	2,262	5,318	30.04	B	HS
43	13-1081	Logisticians	2,032	2,618	28.8	586	500	1,121	2,207	23.35	B	B
44	15-1232	Computer User Support Specialists	6,059	6,645	9.7	586	1,195	2,705	4,486	25.27	PS	SC
45	31-9091	Dental Assistants	4,055	4,635	14.3	580	1,910	3,054	5,544	18.31	PS	PS
46	13-1082	Project Management Specialists	6,664	7,224	8.4	560	1,274	3,171	5,005	39.63	B	B
47	11-9051	Food Service Managers	5,372	5,919	10.2	547	1,623	3,838	6,008	34.81	SC	HS
48	41-2031	Retail Salespersons	46,669	47,174	1.1	505	24,121	30,416	55,042	14.15	HS	NR
49	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	6,830	7,329	7.3	499	1,846	3,415	5,760	32.54	SC	HS
50	53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	5,822	6,315	8.5	493	1,750	3,984	6,227	27.48	SC	HS
51	49-3023	Automotive Service Technicians and Mechanics	6,648	7,128	7.2	480	1,902	3,492	5,874	22.71	PS	PS
52	21-1012	Educational, Guidance, and Career Counselors and Advisors	2,796	3,256	16.5	460	759	1,220	2,439	24.04	M	M

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

## OCCUPATIONS GAINING THE MOST NEW JOBS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
53	41-2021	Counter and Rental Clerks	3,674	4,122	12.2	448	1,820	1,994	4,262	16.94	NR	NR
54	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors	1,947	2,387	22.6	440	627	967	2,034	23.16	B	B
55	47-2031	Carpenters	8,472	8,893	5.0	421	2,394	4,068	6,883	22.38	PS	HS
56	13-1041	Compliance Officers	5,832	6,248	7.1	416	1,436	2,403	4,255	39.62	B	B
57	27-3031	Public Relations Specialists	4,400	4,816	9.5	416	920	2,302	3,638	27.41	B	B
58	29-2052	Pharmacy Technicians	5,060	5,473	8.2	413	1,514	2,281	4,208	18.00	PS	HS
59	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	4,921	5,298	7.7	377	1,530	2,268	4,175	30.63	SC	HS
60	11-9021	Construction Managers	3,963	4,338	9.5	375	775	1,757	2,907	54.19	B	B
61	21-1021	Child, Family, and School Social Workers	2,209	2,565	16.1	356	624	1,142	2,122	24.56	B	B
62	29-2010	Clinical Laboratory Technologists and Technicians	3,367	3,713	10.3	346	901	1,050	2,297	28.98	A	B
63	35-1011	Chefs and Head Cooks	2,349	2,694	14.7	345	705	1,979	3,029	25.19	A	HS
64	43-3021	Billing and Posting Clerks	4,092	4,428	8.2	336	1,643	2,245	4,224	19.63	HS	HS
65	37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	2,969	3,298	11.1	329	1,253	1,612	3,194	19.84	HS	HS
66	13-1151	Training and Development Specialists	2,759	3,065	11.1	306	736	1,384	2,426	30.80	B	B
67	29-2061	Licensed Practical and Licensed Vocational Nurses	3,739	4,045	8.2	306	1,243	1,268	2,817	24.35	PS	PS
68	29-1123	Physical Therapists	1,909	2,212	15.9	303	402	319	1,024	41.64	D	D
69	15-1211	Computer Systems Analysts	2,591	2,890	11.5	299	541	990	1,830	47.71	B	B
70	51-6011	Laundry and Dry-Cleaning Workers	2,304	2,599	12.8	295	1,497	1,285	3,077	12.11	NR	NR
71	21-1093	Social and Human Service Assistants	2,736	3,021	10.4	285	1,078	1,534	2,897	18.66	SC	HS
72	47-2111	Electricians	5,421	5,703	5.2	282	1,520	3,007	4,809	23.86	PS	HS
73	53-7061	Cleaners of Vehicles and Equipment	2,566	2,847	11.0	281	1,167	1,931	3,379	14.37	NR	NR
74	31-1131	Nursing Assistants	10,051	10,313	2.6	262	5,332	6,895	12,489	16.10	PS	PS
75	51-1011	First-Line Supervisors of Production and Operating Workers	3,191	3,433	7.6	242	958	1,780	2,980	28.09	SC	HS
76	29-1021	Dentists, General	1,890	2,125	12.4	235	330	120	685	67.60	D	D
77	49-9041	Industrial Machinery Mechanics	1,178	1,401	18.9	223	366	532	1,121	25.38	PS	HS
78	15-1231	Computer Network Support Specialists	1,936	2,158	11.5	222	385	872	1,479	31.21	A	A
79	29-2072	Medical Records Specialists	2,273	2,495	9.8	222	693	666	1,581	22.15	PS	PS
80	53-3051	Bus Drivers, School	1,367	1,585	15.9	218	1,258	584	2,060	15.67	HS	HS
81	11-9032	Education Administrators, Kindergarten through Secondary	1,752	1,968	12.3	216	412	687	1,315	<i>103,908.00</i>	M	M
82	13-2072	Loan Officers	3,383	3,598	6.4	215	707	1,467	2,389	29.49	B	B
83	29-2034	Radiologic Technologists and Technicians	1,954	2,159	10.5	205	448	437	1,090	31.03	A	A
84	35-2012	Cooks, Institution and Cafeteria	2,424	2,628	8.4	204	1,395	1,707	3,306	14.72	NR	NR
85	11-3012	Administrative Services Managers	2,084	2,287	9.7	203	574	869	1,646	47.35	B	B
86	15-1244	Network and Computer Systems Administrators	2,727	2,926	7.3	199	481	1,038	1,718	41.01	B	B
87	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	2,056	2,238	8.9	182	572	991	1,745	27.90	PS	HS
88	29-1051	Pharmacists	3,079	3,257	5.8	178	540	452	1,170	63.91	D	D
89	11-9151	Social and Community Service Managers	1,208	1,381	14.3	173	345	553	1,071	35.72	B	B
90	11-3071	Transportation, Storage, and Distribution Managers	2,617	2,785	6.4	168	514	1,260	1,942	50.40	B	HS
91	41-1012	First-Line Supervisors of Non-Retail Sales Workers	6,544	6,710	2.5	166	1,829	3,035	5,030	38.51	SC	HS
92	29-1292	Dental Hygienists	1,079	1,241	15.0	162	388	211	761	37.28	A	A
93	43-5061	Production, Planning, and Expediting Clerks	2,246	2,404	7.0	158	731	1,327	2,216	22.83	SC	HS
94	47-2073	Operating Engineers and Other Construction Equipment Operators	2,084	2,241	7.5	157	616	1,143	1,916	38.83	HS	HS
95	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	3,924	4,073	3.8	149	975	2,040	3,164	22.91	PS	PS
96	11-3121	Human Resources Managers	1,344	1,488	10.7	144	329	612	1,085	59.18	B	B
97	51-4121	Welders, Cutters, Solderers, and Brazers	1,469	1,602	9.1	133	385	951	1,469	22.42	PS	HS
98	29-1127	Speech-Language Pathologists	732	848	15.8	116	174	205	495	42.00	M	M
99	37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1,373	1,488	8.4	115	395	791	1,301	21.69	SC	HS
100	27-1026	Merchandise Displayers and Window Trimmers	1,362	1,463	7.4	101	531	792	1,424	15.03	SC	HS

\* Annual wage rates are reported where hourly wage rates do not exist but annual wage rates do. These rates are italicized.

\*\* Education levels as assigned by the Florida Labor Market Estimating Conference (LMEC) or by the U.S. Department of Labor, Bureau of Labor Statistics (BLS).

NR: no formal educational credential required

## OCCUPATIONS GAINING THE MOST NEW JOBS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
		HS: high school diploma or GED										
		SC: some college, no degree										
		PS: postsecondary non-degree award										
		A: associate degree										
		B: bachelor's degree										
		M: master's degree										
		D: doctoral or professional degree										

## DECLINING OR SLOW-GROWTH OCCUPATIONS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
1	43-9021	Data Entry Keyers	1,606	1,368	-14.8	-238	633	847	1,242	16.88	HS	HS
2	43-6012	Legal Secretaries and Administrative Assistants	2,870	2,500	-12.9	-370	1,235	1,419	2,284	21.28	SC	HS
3	43-5052	Postal Service Mail Carriers	2,680	2,368	-11.6	-312	778	784	1,250	25.81	HS	NR
4	43-5051	Postal Service Clerks	484	428	-11.6	-56	186	145	275	27.97	HS	NR
5	43-6011	Executive Secretaries and Executive Administrative Assistants	5,093	4,546	-10.7	-547	1,838	2,600	3,891	31.18	SC	HS
6	43-3071	Tellers	2,603	2,369	-9.0	-234	915	1,290	1,971	17.66	HS	HS
7	51-8031	Water and Wastewater Treatment Plant and System Operators	683	654	-4.2	-29	197	320	488	31.81	PS	HS
8	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	21,662	20,795	-4.0	-867	9,865	10,117	19,115	19.38	HS	HS
9	13-1020	Buyers and Purchasing Agents	5,194	5,030	-3.2	-164	1,516	2,562	3,914	29.29	B	B
10	25-4011	Archivists	42	41	-2.4	-1	20	20	39	23.19	M	M
11	51-2090	Miscellaneous Assemblers and Fabricators	6,204	6,067	-2.2	-137	2,146	3,524	5,533	16.23	HS	HS
12	43-5071	Shipping, Receiving, and Inventory Clerks	8,849	8,675	-2.0	-174	2,905	4,805	7,536	17.25	HS	HS
13	11-1011	Chief Executives	5,300	5,199	-1.9	-101	1,302	1,736	2,937	95.91	B	B
14	41-1011	First-Line Supervisors of Retail Sales Workers	14,511	14,256	-1.8	-255	4,758	7,860	12,363	22.39	SC	HS
15	41-2011	Cashiers	28,546	28,304	-0.8	-242	21,842	21,048	42,648	12.72	NR	NR
16	51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	2,610	2,592	-0.7	-18	902	1,665	2,549	19.73	PS	HS
17	47-4011	Construction and Building Inspectors	1,465	1,462	-0.2	-3	753	672	1,422	31.28	PS	HS
18	43-3031	Bookkeeping, Accounting, and Auditing Clerks	16,571	16,625	0.3	54	8,895	7,441	16,390	21.44	SC	SC
19	53-5031	Ship Engineers	542	546	0.7	4	139	373	516	49.36	PS	PS
20	47-2152	Plumbers, Pipefitters, and Steamfitters	2,469	2,489	0.8	20	657	1,340	2,017	24.11	PS	HS
21	41-2031	Retail Salespersons	46,669	47,174	1.1	505	24,121	30,416	55,042	14.15	HS	NR
22	53-4022	Railroad Brake, Signal, and Switch Operators and Locomotive Firers	53	54	1.9	1	18	29	48	-	HS	HS
23	43-9061	Office Clerks, General	31,913	32,529	1.9	616	16,260	16,221	33,097	18.00	HS	HS
24	41-1012	First-Line Supervisors of Non-Retail Sales Workers	6,544	6,710	2.5	166	1,829	3,035	5,030	38.51	SC	HS
25	31-1131	Nursing Assistants	10,051	10,313	2.6	262	5,332	6,895	12,489	16.10	PS	PS
26	11-9041	Architectural and Engineering Managers	1,502	1,545	2.9	43	247	610	900	63.24	B	B
27	43-9081	Proofreaders and Copy Markers	65	67	3.1	2	40	35	77	-	B	B
28	43-5032	Dispatchers, Except Police, Fire, and Ambulance	2,002	2,065	3.1	63	674	986	1,723	19.05	HS	HS
29	53-1041	Aircraft Cargo Handling Supervisors	562	582	3.6	20	165	376	561	27.72	HS	HS
30	43-1011	First-Line Supervisors of Office and Administrative Support Workers	18,542	19,215	3.6	673	6,583	9,684	16,940	29.14	SC	HS
31	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	3,924	4,073	3.8	149	975	2,040	3,164	22.91	PS	PS
32	11-1031	Legislators	79	82	3.8	3	20	31	54	83,933.00	B	B
33	43-4031	Court, Municipal, and License Clerks	1,630	1,693	3.9	63	737	771	1,571	22.52	SC	HS
34	33-2011	Firefighters	1,773	1,843	3.9	70	380	775	1,225	32.62	PS	PS
35	19-2041	Environmental Scientists and Specialists, Including Health	398	415	4.3	17	69	226	312	29.20	B	B
36	33-9093	Transportation Security Screeners	1,724	1,804	4.6	80	584	710	1,374	22.35	HS	HS
37	47-2031	Carpenters	8,472	8,893	5.0	421	2,394	4,068	6,883	22.38	PS	HS
38	43-4171	Receptionists and Information Clerks	12,180	12,788	5.0	608	6,204	7,432	14,244	15.17	HS	HS
39	47-2111	Electricians	5,421	5,703	5.2	282	1,520	3,007	4,809	23.86	PS	HS
40	53-7062	Laborers and Freight, Stock, and Material Movers, Hand	25,093	26,538	5.8	1,445	10,008	18,932	30,385	15.84	NR	NR
41	29-1051	Pharmacists	3,079	3,257	5.8	178	540	452	1,170	63.91	D	D
42	27-1013	Fine Artists, Including Painters, Sculptors, and Illustrators	298	316	6.0	18	126	131	275	-	B	B
43	27-1027	Set and Exhibit Designers	181	192	6.1	11	45	90	146	23.28	B	B
44	19-1022	Microbiologists	79	84	6.3	5	13	43	61	24.12	M	B
45	13-2072	Loan Officers	3,383	3,598	6.4	215	707	1,467	2,389	29.49	B	B
46	11-3071	Transportation, Storage, and Distribution Managers	2,617	2,785	6.4	168	514	1,260	1,942	50.40	B	HS
47	29-1141	Registered Nurses	27,410	29,192	6.5	1,782	7,259	5,622	14,663	38.60	B	B
48	13-2020	Property Appraisers and Assessors	854	911	6.7	57	327	264	648	49.89	B	B
49	43-5061	Production, Planning, and Expediting Clerks	2,246	2,404	7.0	158	731	1,327	2,216	22.83	SC	HS
50	13-1041	Compliance Officers	5,832	6,248	7.1	416	1,436	2,403	4,255	39.62	B	B
51	25-1113	Social Work Teachers, Postsecondary	28	30	7.1	2	10	9	21	-	D	D
52	49-3023	Automotive Service Technicians and Mechanics	6,648	7,128	7.2	480	1,902	3,492	5,874	22.71	PS	PS

Source: Florida Department of Economic Opportunity, Bureau of Workforce Statistics & Economic Research

## DECLINING OR SLOW-GROWTH OCCUPATIONS

### WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
53	47-2061	Construction Laborers	10,303	11,047	7.2	744	3,033	5,297	9,074	17.89	NR	NR
54	53-3033	Light Truck Drivers	11,689	12,537	7.3	848	4,503	6,855	12,206	18.81	HS	HS
55	15-1244	Network and Computer Systems Administrators	2,727	2,926	7.3	199	481	1,038	1,718	41.01	B	B
56	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	6,830	7,329	7.3	499	1,846	3,415	5,760	32.54	SC	HS
57	27-1026	Merchandise Displayers and Window Trimmers	1,362	1,463	7.4	101	531	792	1,424	15.03	SC	HS
58	39-9011	Childcare Workers	9,026	9,696	7.4	670	5,486	7,042	13,198	13.84	HS	HS
59	47-2073	Operating Engineers and Other Construction Equipment Operators	2,084	2,241	7.5	157	616	1,143	1,916	38.83	HS	HS
60	51-1011	First-Line Supervisors of Production and Operating Workers	3,191	3,433	7.6	242	958	1,780	2,980	28.09	SC	HS
61	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	4,921	5,298	7.7	377	1,530	2,268	4,175	30.63	SC	HS
62	21-2011	Clergy	1,116	1,202	7.7	86	389	474	949	24.77	M	B
63	53-3032	Heavy and Tractor-Trailer Truck Drivers	13,192	14,211	7.7	1,019	5,094	7,754	13,867	22.40	PS	PS
64	49-9098	Helpers--Installation, Maintenance, and Repair Workers	763	822	7.7	59	351	411	821	16.94	HS	HS
65	41-3031	Securities, Commodities, and Financial Services Sales Agents	7,657	8,263	7.9	606	1,747	3,685	6,038	30.27	B	B
66	49-3042	Mobile Heavy Equipment Mechanics, Except Engines	1,086	1,172	7.9	86	291	570	947	27.52	PS	HS
67	41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel	15,997	17,269	8.0	1,272	3,764	10,536	15,572	28.85	B	HS
68	29-2052	Pharmacy Technicians	5,060	5,473	8.2	413	1,514	2,281	4,208	18.00	PS	HS
69	29-2061	Licensed Practical and Licensed Vocational Nurses	3,739	4,045	8.2	306	1,243	1,268	2,817	24.35	PS	PS
70	43-3021	Billing and Posting Clerks	4,092	4,428	8.2	336	1,643	2,245	4,224	19.63	HS	HS
71	11-9141	Property, Real Estate, and Community Association Managers	7,032	7,620	8.4	588	2,468	2,262	5,318	30.04	B	HS
72	37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers	1,373	1,488	8.4	115	395	791	1,301	21.69	SC	HS
73	13-1082	Project Management Specialists	6,664	7,224	8.4	560	1,274	3,171	5,005	39.63	B	B
74	35-2012	Cooks, Institution and Cafeteria	2,424	2,628	8.4	204	1,395	1,707	3,306	14.72	NR	NR
75	53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors	5,822	6,315	8.5	493	1,750	3,984	6,227	27.48	SC	HS
76	49-3093	Tire Repairers and Changers	660	716	8.5	56	188	428	672	14.57	HS	HS
77	13-1071	Human Resources Specialists	7,398	8,040	8.7	642	1,837	3,945	6,424	30.59	B	B
78	17-1022	Surveyors	502	546	8.8	44	134	177	355	26.28	B	B
79	17-2141	Mechanical Engineers	650	707	8.8	57	111	214	382	38.22	B	B
80	49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	2,056	2,238	8.9	182	572	991	1,745	27.90	PS	HS
81	13-2011	Accountants and Auditors	16,010	17,434	8.9	1,424	4,075	7,433	12,932	37.50	B	B
82	33-9032	Security Guards	21,388	23,300	8.9	1,912	10,775	13,809	26,496	14.01	HS	HS
83	11-1021	General and Operations Managers	29,800	32,471	9.0	2,671	5,721	15,867	24,259	42.31	B	B
84	25-4022	Librarians and Media Collections Specialists	813	886	9.0	73	401	272	746	36.86	M	M
85	51-4121	Welders, Cutters, Solderers, and Brazers	1,469	1,602	9.1	133	385	951	1,469	22.42	PS	HS
86	17-3031	Surveying and Mapping Technicians	564	617	9.4	53	189	398	640	22.42	A	HS
87	49-9071	Maintenance and Repair Workers, General	16,361	17,901	9.4	1,540	5,623	7,621	14,784	18.33	HS	HS
88	27-3031	Public Relations Specialists	4,400	4,816	9.5	416	920	2,302	3,638	27.41	B	B
89	11-9021	Construction Managers	3,963	4,338	9.5	375	775	1,757	2,907	54.19	B	B
90	11-3013	Facilities Managers	903	990	9.6	87	220	394	701	46.60	B	B
91	15-1232	Computer User Support Specialists	6,059	6,645	9.7	586	1,195	2,705	4,486	25.27	PS	SC
92	37-3011	Landscaping and Groundskeeping Workers	8,380	9,193	9.7	813	3,356	5,796	9,965	16.54	NR	NR
93	11-3012	Administrative Services Managers	2,084	2,287	9.7	203	574	869	1,646	47.35	B	B
94	29-2072	Medical Records Specialists	2,273	2,495	9.8	222	693	666	1,581	22.15	PS	PS
95	11-3051	Industrial Production Managers	796	874	9.8	78	149	325	552	44.75	B	B
96	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	20,661	22,693	9.8	2,032	12,044	12,172	26,248	13.36	HS	NR
97	11-9051	Food Service Managers	5,372	5,919	10.2	547	1,623	3,838	6,008	34.81	SC	HS
98	29-2010	Clinical Laboratory Technologists and Technicians	3,367	3,713	10.3	346	901	1,050	2,297	28.98	A	B
99	35-2021	Food Preparation Workers	8,007	8,836	10.4	829	6,024	5,723	12,576	14.57	NR	NR
100	21-1093	Social and Human Service Assistants	2,736	3,021	10.4	285	1,078	1,534	2,897	18.66	SC	HS

This table includes occupations with a minimum of 20 jobs in 2023.

\* Annual wage rates are reported where hourly wage rates do not exist but annual wage rates do. These rates are italicized.

**DECLINING OR SLOW-GROWTH OCCUPATIONS**

**WORKFORCE DEVELOPMENT AREA 23 - MIAMI-DADE AND MONROE COUNTIES**

Rank	SOC Code	SOC Title	Employment			Job Openings				2022 Median Hourly Wage (\$)*	Education	
			2023	2031	Percent Growth	Growth	Exits	Transfers	Total		LMEC**	BLS**
<p>** Education levels as assigned by the Florida Labor Market Estimating Conference (LMEC) or by the U.S. Department of Labor, Bureau of Labor Statistics (BLS).</p> <p>NR: no formal educational credential required            HS: high school diploma or GED            SC: some college, no degree            PS: postsecondary non-degree award            A: associate degree            B: bachelor's degree            M: master's degree            D: doctoral or professional degree</p>												



## **SFWIB EXECUTIVE COMMITTEE**

**DATE:** 1/11/2024

**AGENDA ITEM NUMBER:** 4

**AGENDA ITEM SUBJECT:** FLORIDA WORKFORCE SYSTEM TRANSFORMATION PLAN - GOVERNANCE AGREEMENT

**AGENDA ITEM TYPE:** **INFORMATIONAL**

**RECOMMENDATION:** N/A

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

As directed by the REACH Act, approved by the CareerSource Florida Board of Directors and affirmed by Governor Ron DeSantis, the three-pillar Florida Workforce System Transformation Plan advances alignment and consolidation of local workforce development boards; requires system-wide improvements for enhanced customer consistency and better leveraging of public funds; and guides regional planning to support workforce system alignment with education and economic development and optimize opportunities for regional economic growth.

In an effort to implement the FL Workforce System Transformation Plan, CSSF staff is working with Miami-Dade County Attorney's office to formulate a governance agreement for the realigned region. In accordance with CareerSource Florida Administrative Policy #110, the following are the key components of a governance agreement between the Chief Elected Official and the local workforce development board:

#### Governance Agreements

Implementation of a local workforce development system pursuant to WIOA requires that the CLEOs play an active role in both strategic planning and ongoing operation of the local system. When a local area includes more than one unit of general local government, the chief elected officials of such units may execute a written agreement that specifies the respective roles and liability of the individual chief elected officials. Chief local elected officials are liable in their official capacity but not personally liable for the misuse of WIOA funds.

1. Interlocal, Consortium and Other Agreements

The purpose of having interlocal, consortium or other governing agreements is to ensure the decisions that are delegated to CLEO(s), or a consortium, reflect the agreement of all the chief elected officials in all jurisdictions of a local area and consistent with requirements established in s 163.01, F.S. These agreements are between the chief elected officials of each jurisdiction within the local area and must contain signatures of the representative(s) authorized to enter into such agreements.

The interlocal or consortium agreement will clearly state the level of agreement to be reached amongst the governmental entities involved and identify the roles and responsibilities of the CLEOs within the local area. At a minimum, applicable agreements will address:

- a) Identification of local workforce development area - The agreement will clearly identify the units of local government which are covered by the agreement and which make up the local area.
- b) Designation and responsibilities of the CLEO - The parties to the interlocal agreement should identify the county commissioners and/or mayors to serve as the CLEO(s) of the local area for the purposes of approving local and, if appropriate, regional plans; establishing policy; authorizing WIOA Local Workforce Development Area and Board Governance expenditures; establishing contracts; paying for services outside of the local area; or paying costs associated with monitoring or audit findings or sanctions.

Areas where a consortium is serving in the capacity to perform the duties and functions of the CLEO will describe the duties/responsibilities of the consortium, members that make up the consortium, and the authority of its members in an agreement signed by the applicable elected officials or their authorized designee.

- c) Establishment, appointment, and operation of the LWDB - The agreement should include an agreed upon process for establishing and appointing the LWDB members, including:
  1. Membership of the LWDB that is consistent with WIOA and state guidance; and
  2. How the needs of all geographical areas in all jurisdictions will be represented within the local area.
- d) Designation and responsibilities of the fiscal agent - The fiscal agent is the entity designated to perform accounting and funds management on behalf of the CLEO. The agreement will identify the entity performing these duties.
- e) Process for CLEOs to provide input - The agreement will include a process for all CLEOs to provide input for the purposes of reaching a consensus on critical decisions that may impact the local workforce development system.
- f) Liability - Under WIOA, CLEOs are liable for misspent funds, disallowed costs, funds spent fraudulently, and potential sanctions for nonperformance. Therefore, it is recommended that CLEOs within a local area agree on how liability will be addressed. The following questions can be used to guide such discussions:
  1. How will sanctions related to performance be shared among the jurisdictions within the local area?



2. How will the issue of disallowed costs or misspent funds that cannot be covered by federal grant funds be addressed?
- g) Performance Accountability – Generally, performance accountability is addressed in the WIOA local plan. However, CLEOs should agree on an approach to performance accountability. The following questions may be used to guide such discussions:
1. Who will be responsible for negotiating local performance measures with the state (the Executive Director / staff to the board, local board)?
  2. Will the local area have any performance criteria in addition to federal and state criteria? How will performance be administratively tracked locally?
  3. Will performance-related incentives be shared among the jurisdictions within the local area?
- h) Dispute Resolution Process - The governing agreement should include provisions for resolving disputes. Below are possible issues to address in the agreement relative to dispute resolution:
1. What types of disputes arise to the level of needing a dispute resolution process?
  2. What type of dispute resolution process should be used (mediation, arbitration, consultation with state, etc.)?
- i) Other Agreement Provisions (Miscellaneous)
1. Duration of the agreement; and
  2. Process for modification or termination of agreement.

The following is the tentative schedule to finalize the governance agreement for Miami-Dade County Board of County Commissioners to approve and for Mayor Levin-Cava to sign:

1. February 8, 2024 - The SFWIB Executive Committee will review and recommend the draft Governance Agreement to the SFWIB.
2. February 15, 2024 - The SFWIB will review and approve the Governance Agreement for submittal to the Miami-Dade County Board of County Commissioner for approval.
3. March 19, 2024 - The Miami-Dade County Board of County Commissioners will review and approve the Governance Agreement.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*NO ATTACHMENT*



## **SFWIB EXECUTIVE COMMITTEE**

**DATE:** 1/11/2023

**AGENDA ITEM NUMBER:** 5

**AGENDA ITEM SUBJECT:** SOUTH FLORIDA WORKFORCE INVESTMENT BOARD BYLAWS

**AGENDA ITEM TYPE:** **APPROVAL**

**RECOMMENDATION:** SFWIB staff recommends to the Executive Committee to recommend to the board the approval of the amended and restated SFWIB Bylaws.

**STRATEGIC GOAL:** **STRONG WORKFORCE SYSTEM LEADERSHIP**

**STRATEGIC PROJECT:** **Strengthen workforce system accountability**

### **BACKGROUND:**

During the August 2023 SFWIB meeting, staff presented the amended and restated by-laws to the board for approval. Members were informed that the proposed by-laws must undergo final review by the Miami-Dade County Attorney's Office before being presented to Mayor Cava for signature.

SFWIB staff has concluded the review process with the Miami-Dade County Attorney's Office. The following modifications were in accordance with the Workforce Innovation and Opportunity Act ("WIOA"), the Interlocal Agreement, and state law:

- Page 1 - Section 1.4: SFWIB Mission – updated language to correspond with the current content on the SFWIB website.
- Page 2 – Section 2.2: Other Offices – Language referring to the additional office locations has been removed.
- Page 2 – Section 4.1: Representation – Clarified the area in which SFWIB services (LWDB 23).
- Page 6 – Section 4.4: Appointment of Members – Added language that advises members against lobbying the CLEO, or his/her designate, regarding the appointment or removal of Board members. In the event that a member undermines this guideline, an overview of the potential repercussions is also included.
- Page 7 – Section 4.5: Terms/Term Limits – Existing terminology regarding term limits and the establishment of staggered terms has been clarified.

- Page 8 – Section 4.7A. For Cause – The "Removal For Cause" language has been updated to provide greater clarity regarding SFWIB members, the Executive Director, and/or the designated individual responsible for the Board's operational and administrative functions.
- Page 10 – Section 5.3 Executive Director – Additional language was provided regarding the Board's authority when recommending the appointment or termination of the Executive Director.
- Page 11 – Section 6.4 Notice of Meeting – In the event of an emergency meeting, the timeframe within which meeting notifications will be made available to the general public has been clarified.

With the aforementioned changes, SFWIB staff recommends to the Executive Committee to recommend to the board the approval of the revised SFWIB Amended and Restated Bylaws.

**FUNDING:** N/A

**PERFORMANCE:** N/A

*ATTACHMENT*



# AMENDED AND RESTATED BYLAWS OF THE SOUTH FLORIDA WORKFORCE INVESTMENT BOARD d/b/a CAREERSOURCE SOUTH FLORIDA

## ARTICLE I

### NAME, CREATION AND AUTHORITY, TAX EXEMPT STATUS, PURPOSE AND POWERS

**Section 1.1** *Name* - The provisions of this document constitute the By-Laws of the South Florida Workforce Investment Board (“SFWIB” or “Board”), a separate public body, corporate and politic, and a governmental agency and governmental instrumentality of both Miami-Dade County and Monroe County.

**Section 1.2** *Creation and Authority* – The SFWIB is created and authorized pursuant to the Interlocal Agreement creating the South Florida Workforce Investment Board for Local Workforce Development Area 23 (“LWDA” or “Area 23”) of the State of Florida as may be amended or renewed from time to time (“Interlocal Agreement”), chapter 445, Florida Statutes, and applicable state and federal law.

**Section 1.3** *Tax Exempt Status* - The SFWIB is a governmental body in all respects and eligible to exclude income under Section 115 of the Internal Revenue Code of the United States and contributions which are deductible under Section 170(c)(1) of the Internal Revenue Code of the United States.

**Section 1.4** *Mission* – The dual mission of CareerSource South Florida is to facilitate the connection between competent and capable individuals and local employers, while also offering career advancement opportunities to residents of South Florida that contribute to their overall economic well-being. The SFWIB values:

- Integrity and ethical behavior in all of our actions and dealings
- Fiscal and personal accountability
- Excellent service delivery
- Forward thinking and innovation
- Passion and commitment to both internal and external customers
- Diversity in experiences and thinking

**Section 1.5** *Purpose and Responsibilities* - The purpose of the SFWIB is to perform any and all duties necessary for the accomplishment and purpose of the Workforce Innovation and Opportunity Act (“WIOA”) and the Interlocal Agreement, in accordance with federal and state law. In collaboration with required and additional stakeholders, the SFWIB shall provide strategic and operational oversight to develop a comprehensive and high-quality workforce development system in Miami-Dade and Monroe County and public policy guidance of WIOA programs. The SFWIB shall work toward achieving the state’s strategic and operational visions and goals, and shall exercise all powers provided by or under the authority of the Board including, but not limited to, Chapter 445 Florida Statutes. An emphasis shall be placed on services to individuals with barriers as well as other individuals identified in the SFWIB Strategic Plan.



**Section 1.6 Powers** - The Board shall have and exercise all rights and powers granted to Local Workforce Development Boards under the WIOA, section 445.007(5), Florida Statutes, these Bylaws, the Interlocal Agreement, and as permitted by the laws of the State of Florida. The exercise of said rights and powers by the Board shall not be inconsistent with the provisions of the WIOA.

## **ARTICLE II OFFICES**

**Section 2.1 Principal Office** - The principal office of the Board shall be located in Miami-Dade County, Florida.

## **ARTICLE III LIMITATIONS ON BOARD MEMBERS**

**Section 3.1 Limitation on Board Members** - The Board shall be non-partisan, non-sectional, and non-sectarian and shall take no part or lend its influence or facilities to the nomination, election, or appointment of any candidate for public office. The Board shall be prohibited from lobbying entities or persons, except for legislative requests made by the Board to the Miami-Dade County Office of Intergovernmental Affairs as required by Miami-Dade County Ordinance 04-219 or as may be authorized by the Miami-Dade Board of County Commissioners.

## **ARTICLE IV MEMBERSHIP AND DUTIES**

**Section 4.1 Representation** - The SFWIB members shall be representative of the population of the Local Workforce Development Board (LWDB) 23. The membership shall be based on the diversity of the economic and demographic composition of the LWDB 23 to assure equitable representation.

**Section 4.2 Categories of Membership** - Pursuant to Pub. L. No. 113-128, WIOA, Sections 107; 20 Code of Federal Regulations 679.320; and section 445.007, Florida Statutes, the Board shall be comprised of members that represent entities in the categories provided below. Members must be individuals with optimum policy-making authority within the entities they represent, as the term is defined by 20 CFR 679.340. The number of members and the composition of the Board shall be in accordance with the Interlocal Agreement.

### **A. Business**

A majority of the Board members shall represent businesses in the LWDA as individuals who:

- a. are owners of a business, chief executive officers, chief operating officers, or other individuals with optimum policymaking or hiring authority;

- b. represent businesses, including small businesses, or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the LWDA, as those terms are defined by the WIOA; and
- c. are appointed from among individuals nominated by local business organizations and business trade associations.

At least two members must represent small business as defined by the U.S. Small Business Administration.

## **B. Labor / Apprenticeships**

Not less than 20 percent of the members must be representatives of the workforce within the LWDA and:

- a. Include at least two representatives of labor organizations nominated by local labor federations. If no employees are represented by such organizations, at least two other representatives of employees shall be on the Board.
- b. Include at least one representative, who shall be a member or a training director, of a joint-labor management, or union affiliated, registered apprenticeship program who must be a training director or member of a labor organization. If no union affiliated registered apprenticeship program exists in the LWDA, at least one representative of a registered apprenticeship program with no union affiliation in the LWDA must be appointed, if such a program exists.
- c. May include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment, including organizations that serve veterans or provide/support competitive integrated employment for individuals with disabilities.
- d. May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

## **C. Education**

Members must include representatives of entities administering education and training activities in the LWDA and:

- a. Include a representative of eligible training providers administering adult education and literacy activities under Title II of WIOA.
- b. Include a representative of institutions of higher education providing workforce investment activities (including state/community colleges).



- c. Include a private education provider, if a public education or training provider is represented on the Board. This requirement may be waived by the CareerSource Florida Board of Directors if it is demonstrated that such representative does not exist in the LWDA.
- d. May include representatives of local educational agencies or community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

If there is more than one institution in each of the types of educational entities listed above, nominations will be solicited from representatives of each of these entities. The Board shall describe, in a locally defined process, how private education providers will be identified and efforts to include those representatives on the Board. If through the local process, the Board finds that a private education provider representative does not exist in the LWDA, the Board shall submit a request to waive the requirement as outlined in CareerSource Florida Administrative Policy 91.

#### **D. Governmental / Economic / Community Development**

Members must include representatives of economic and community development, as well as governmental entities serving the local area with:

- a. At least one individual representing economic and community development entities serving the LWDA.
- b. At least one individual representing the State Employment Service office under the Wagner-Peyser Act serving the local area.
- c. At least one individual representing the programs carried out under Title I of the Rehabilitation Act of 1973, other than sec. 112 or part C of that title serving the local area.

#### **E. Other Entity Representation**

Members may include other individuals or representatives of entities including: (1) governmental and economic and community development entities who represent transportation, housing and public assistance programs; (2) philanthropic organizations serving the LWDA; and (3) other appropriate individuals as determined by the CLEO of Miami-Dade County.

**Section 4.3 *Board Member Recruiting, Vetting and Nominating*** - The Board, in consultation with the CLEO shall recruit, vet, and nominate prospective SFWIB members as detailed in Article V. The members shall represent diverse geographic areas within the LWDA. Pursuant to Section 445.007, Florida Statutes, the importance of minority and gender representation must be considered when making appointments to the Board.

## Recruitment Process Instructions

When a SFWIB vacancy exists, the Executive Director will send, within three days of the vacancy, a written notice of the vacancy to the Board as well as to the appropriate CLEO. The Executive Committee, subject to Board approval, will work with the Executive Director to solicit potential members to fill the vacancy.

The CLEO or Executive Committee will send the Executive Director a document identifying potential candidates to fill the vacancy within 15 days of receipt of the notice of the vacancy. Once the Executive Director has determined the nomination(s) are consistent with the membership requirements of federal and state laws, as well as, local Board requirements, the Executive Director's Executive Assistant will provide the nominee a Membership Nomination and Reappointment Form and Recruitment Brochure (i.e., Become a Leader for the South Florida Workforce Investment Board).

If the vacancy is from the Business, Education, Labor or Economic Development Board membership categories, the applicable processes below shall be followed:

1. Business – Representatives must be nominated by local business organizations and/or business trade associations and then submitted for review.
2. Education – When there is more than one local area provider of adult education and literacy activities under title II, or multiple institutions of higher education providing workforce investment activities as described in WIOA sec. 107(b)(2)(C)(i) or (ii), nominations are solicited from those particular entities.
3. Labor – Representatives must be nominated by local labor federations.
4. Economic Development – the CLEO or Executive Committee shall solicit nominations from both public and private local economic development agencies.

**Section 4.4 Appointment of Members** - The CLEO of Monroe County shall appoint two of the private sector members of the SFWIB, and the CLEO of Miami-Dade County shall appoint the remaining members. The CLEOs may not delegate the responsibility of appointing members to the SFWIB to the Executive Director. A SFWIB member may not assign or designate their Board position on the SFWIB or Council. Upon appointment, SFWIB members must be trained on federal, state and local conflict-of-interest laws and policies.

Members are prohibited from instructing or requesting that the CLEO, or their subordinates, appoint or remove any member from the Board. Any member who engages in the aforementioned conduct shall be subject to a recommendation for removal by the Board. A removal recommendation will be submitted to the CLEO for review and consideration if a consensus is reached by a two-thirds vote. It is essential to note that written authorization from the CLEO is required for any action pertaining to the removal of a member.





## **Appointment Process Instructions:**

Once the CLEO or Executive Committee refers a potential SFWIB member to the Executive Director and that nominee satisfies legal, regulatory, and local requirements, the following procedures shall commence:

1. The nominee completes a Membership Nomination and Reappointment Form, including a career biography/resume.
2. The nominee submits the Membership Nomination and Reappointment Form and career biography/resume to the Executive Director.
3. The Executive Director forwards submitted documents to his Executive Assistant.
4. For private sector nominees, the Executive Assistant will verify the nominee's status in the business community (i.e., whether the nominee is in good standing with a Chamber of Commerce and/or economic development organizations).
5. The Executive Assistant will scan and file the submitted documents. The original hard copy is placed in folder labeled Pending Nomination.
  - a. The Executive Assistant will transmit documents to the Executive Director for submission to the Executive Committee for review and recommendation to the Board for approval. If the nominee is not approved, the Executive Director shall notify the nominee, in writing, of such decision.
  - b. If the Executive Committee approves the nomination, the nomination shall be included on the next SFWIB Agenda for the Board to consider. If the nominee is not approved the Executive Director shall notify the nominee, in writing, of such decision.
  - c. If the SFWIB approves the nominee, the Executive Assistant shall prepare a memo to the appropriate CLEO recommending the individual for appointment to the Board. The Membership Nomination and Reappointment Form, including the career biography/resume shall be included with the memo.
6. If the CLEO appoints the Board's approved nominee, the following procedures shall commence:
  - a. The new Board member is registered for new member training.
  - b. The new member receives a congratulatory letter from the CLEO with instructions for Board Member Orientation conducted by the Executive Director.
  - c. SFWIB Executive Assistant completes all necessary documents, adds the member to the Board Member Directory and Board Member Distribution List, and ensures that the new member's name is included in appropriate section of the website.
  - d. Once the new member receives a committee assignment, the Executive Assistant will add the member to the appropriate committee distribution list.

**Section 4.5 Terms/Term Limits** – SFWIB members shall be appointed for fixed and staggered terms and shall serve until their successors are appointed. All appointments shall be for a two-year term, with reappointment occurring after the second year. Members may serve two additional terms. A member's service shall not exceed a total of three (3) consecutive terms or six (6) consecutive years. Notwithstanding the above, members who represent governmental entities are exempt from term limits. Service, which commenced before July 1, 2021, does not count toward the 6-year limitation.

To establish staggered terms, members shall be divided into three (3) groups, the first of which will be new SFWIB members, which will serve an initial term of two (2) years. The second group will consist of those who begin their term the year following the term of the first group. The third group will consist of those who begin their term the following term of the second group.

**Section 4.6 Vacancies** – A SFWIB member who becomes ineligible to serve on the Board must resign or be removed by the CLEO that appointed him or her. Vacancies should be filled within twelve (12) months from the original vacancy occurrence. All appointments to fill vacancies should follow the same process provided in this Section 4. New SFWIB members must be appointed to fill the same category of membership as that in which the vacancy occurred; however, new members do not have to be from the same educational entity, organization or business as the departing members. If a member resigns or removed before their term has expired, the newly appointed member shall begin a new two-year term.

**Section 4.7 New Member Orientation and Annual Training** - SFWIB members must participate in orientation and annual training. The purpose of orientation and training is to provide SFWIB members with information that empowers them to effectively serve. All new members shall complete a new member orientation within six months of their appointment to the Board. The Executive Director is responsible for and shall develop Member Orientation.

- A. SFWIB members must complete annual refresher training regarding their duties and responsibilities as a member of the Board. Such training will be on topics provided by CareerSource Florida Administrative Policy 110.
- B. New member and refresher training may be offered in-person and/or virtually. Using the Board Engagement Matrix, the Board will monitor member participation in convening stakeholders, brokering relationships with employers, and leveraging support. Upon request, attendance records and course completion dates will be provided.

**Section 4.7 Removal** – A SFWIB member, the Executive Director, or the designated person responsible for operational and administrative functions, may be removed from the Board as follows:

- A. For Cause – The Governor may remove from office, for cause, SFWIB members, the Executive Director, or the designated individual accountable for operational and administrative functions, in accordance with Section 445.007 of the Florida Statutes. In addition, members may be removed by a vote of 2/3 of the Board or by the CLEO who appointed them.

B. The following grounds for removal for cause shall include, but not be limited to:

- a. Disclosure of confidential information;
- b. Misuse of position;
- c. Failure to disclose conflict of interest;
- d. Incapacity or unfitness to fulfill the duties of the Board;
- e. Engaging in fraud or other criminal acts while a member of the Board;
- f. Gross dereliction of Board responsibilities;
- g. Infractions of misfeasance (willful inappropriate action or intentional incorrect action or advice), malfeasance (willful and intentional action that injures a party), or nonfeasance (the failure to act where action is required—willfully or in neglect);
- h. Other causes as may be determined by the Board and/or defined by the Governor or CLEO.

C. Resignations

1. Voluntary resignations shall be those occurring when a member, for his or her own reasons, elects to leave the Board and gives due notice of such intent.
2. Involuntary resignations (de-facto resignations) shall occur when a member fails to attend one-half of either the regularly scheduled Board or Board Committee/Council meetings in a 12-month period. An involuntary resignation may be set aside at the request of the member and upon approval by a majority vote of the Board.
  - i) The Executive Director shall send a letter to any member who fails to attend two consecutive meetings, including committee or task force meetings, in any 12-month period without adequate explanation and/or communication.
  - ii) Following the notification, the Executive Director shall notify the CLEO who appointed the member and recommend that the member be removed from the SFWIB if said member misses a third meeting, including a committee or task force meeting, in any 12-month period without an acceptable excuse. The SFWIB defines “acceptable excuse” as medical, business travel, or other reason that the SFWIB, by majority vote, deems appropriate.

**Section 4.8 *Financial Disclosure*** – Financial disclosures pursuant to section 112.3145, Florida Statutes, are required of appointed members as follows, unless otherwise exempt under Florida law:

- a. Financial disclosure Form 1 is due July 1 of each year for the preceding calendar year.
- b. Notifications will be sent to all members at least 30 days in advance of the deadline.
- c. Forms should be submitted to the Supervisor of Elections in the member's county of permanent residence.
- d. A grace period is in effect until September 1. If the disclosure is not filed or postmarked by September 1, an automatic fine of \$25 per day will begin to accrue, and will continue to accrue until the disclosure is filed or the fine reaches \$1,500.
- e. Failure to submit Financial Disclosure Form 1 by the July 1st deadline could result in a finding of non-compliance with the Grantee-Subgrantee Agreement for the SFWIB.

## ARTICLE V OFFICERS

**Section 5.1** Appointed Officers - The officers shall consist of a Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) who are approved by majority vote of the Board.

**Section 5.2** Duties - The officers of the Board shall have the following duties:

A. Chair. The Chair shall be the chief appointed officer of the Board and shall preside at all Board and Executive Committee meetings. The Chair shall appoint council Chairs and council Vice-Chairs, subject to the approval of the SFWIB. The Chair may be removed from office without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

All such council and task force chairs and members shall serve at the pleasure of the Chair. The Chair may remove the chair of any such council or task force and any and all such council members or task force members without cause at any time.

The Chair shall serve as an ex-officio member of all standing committees and shall perform such other duties as set forth in these Bylaws or as determined by the Board. The Chair shall be a “Business” representative and preside at all meetings of the SFWIB

B. Vice Chair. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair or in the event of the Chair’s inability to perform his or her duties. The Vice-Chair shall serve as the chair of the Board’s membership committee and shall perform such other duties as are assigned by the Chair.

The Vice-Chair may be removed from office without cause at any time upon the affirmative vote of a majority of the then appointed members of the SFWIB who are empowered to vote.

In the event that the office of the Chair is vacant, the Vice-Chair shall assume the duties and powers set forth in (A) (1), (3) and (4) hereinabove until such time as the office of the Chair is no longer vacant. The Vice-Chair shall be a “Business” representative.

C. Qualifications. All officers appointed after the first annual meeting of the Board must have been a member of the Board for at least one year prior to being appointed to office.

D. Appointment. The Chair and Vice-Chair shall be elected by the Board and shall serve one two-year term commencing the January 1<sup>st</sup> following their appointment. The Chair's and the Vice-Chair's terms shall be limited to two consecutive two-year terms. There are no limitations on the number of nonconsecutive terms members may serve or offices they may hold.

**Section 5.3 *Executive Director*** - The Board shall have the authority to recommend an Executive Director to serve as the Chief Executive and Operating Officer for the Board and as such shall implement the policies, decisions, actions and directives of the Board. The Executive Director may be removed at the discretion of the Board. The Executive Director shall serve as Secretary to the Board, charged with preparing notices, agendas, minutes of the meetings of the Board and Committees, and shall serve as the custodian for all minutes and voting records of official Board business. The Executive Director shall be a non-voting member of the Board, Executive, Finance and Efficiency Council, Global Talent & Competitive Council, Performance Council and any ad-hoc committees and task forces. The Executive Director shall serve as advisor to the Chair and all council Chairs and task forces and shall assemble information and data and cause to be prepared special reports as directed by the Board. Board functions that are the responsibility of the Executive Director include, but are not limited to:

- A. Coordinating with the appropriate CLEO regarding the identification and nomination of members to the Board and ensuring membership is compliant with state and federal laws.
- B. Organizing Board meetings and ensuring meetings are held according to the Bylaws and applicable laws, including Florida's Sunshine Law.
- C. Developing and submitting the local and regional workforce development plan.
- D. Conducting oversight of the WIOA adult, dislocated worker, youth programs and the entire One-Stop delivery system including development of policies and monitoring the administration of the programs.
- E. Negotiating and executing agreements on local performance metrics.
- F. Negotiating with the appropriate CLEO and required partners for the Memorandum of Understanding (as prescribed in CareerSource Florida Administrative Policy 106).
- G. In compliance with the Board's procurement policy, providing oversight of the competitive procurement process for procuring or awarding contracts to providers of youth programs services, providers of workforce services (if applicable), and the One-Stop Operator as required in 20 CFR 679.370.
- H. Developing an annual budget of SFWIB each program year to be submitted to the Florida Department of Commerce and published in accordance with state law.
- I. Certifying the One-Stop career centers per the CareerSource Florida Administrative Policy 93.

In the event that the Office of the Secretary is vacant, the Chair or in the event of a vacancy in the office of the Chair, the Vice-Chair shall appoint a member of the SFWIB staff to serve as the Secretary Pro Tem of the SFWIB until such time as the Office of the Secretary of the SFWIB is no longer vacant.

## ARTICLE VI BOARD MEMBER/COMMITTEES (COUNCILS)

**Section 6.1** Regular Meetings - The Board shall hold regular meetings at least six times during a calendar year. Notwithstanding the prior sentence, the number of meetings may be amended at the discretion of the Chair. The schedule shall be provided to Board Members and posted on SFWIB's website at the start of the calendar year.

**Section 6.2** Special and Emergency Meetings - Special and emergency meetings may be called by the Chair or by a majority of the members of the Board.

**Section 6.3** Place of Meeting - The Chair, in coordination with the Executive Director, shall designate the location of meetings to ensure compliance with accessibility and other legal requirements, including the Sunshine Law.

**Section 6.4** Notice of Meeting - All meetings will be advertised and open to the general public in compliance with the Sunshine Law, the requirements of chapter 445, Florida Statutes, and the Grantee/Sub-grantee Agreement. Notice of the date, time, and place of all SFWIB meetings shall be emailed to all members at least seven days in advance of such meetings, together with an agenda of the business to be conducted. If a special or emergency meeting is called pursuant to the provisions of section 6.2 above, a minimum of 24-hour notification will be provided.

**Section 6.5** Communication Media Technology - Members may attend a maximum of three Board meetings per calendar year via means of communications media technology, defined in section 28-109.002 of the Florida Administrative Code - to mean the electronic transmission of printed matter, audio, full-motion video, freeze frame video, compressed video, and digital video by any method available and shall include, but not be limited to, telephone conference, video conference or similar communications equipment.

Members using communications media technology to attend meetings must be: (i) allowed to participate in Board discussions; (ii) able to be heard by other Board members; and (iii) able to be heard by the public. Notwithstanding the above, physical attendance at all Board and committee meetings is preferred. If a member is unavailable to be physically present due to an emergency or circumstances beyond their control, and would like to participate in the meeting using communications media technology, said member shall notify the Chair and Executive Director no later than 48 hours prior to the start of said meeting so that such communications media technology may be established for said meeting.

These Bylaws shall not be construed to authorize any proceeding otherwise subject to the provisions of section 286.011, Florida Statutes, to be held exclusively by means of communications media technology without making provision for the attendance of any member of the public who desires to attend unless expressly authorized by law. SFWIB meetings conducted using communications media technology shall comply fully with section 120.54, Florida Statutes, and Chapter 28-109, Florida Administrative Code, as may be amended from time to time.



**Section 6.6 Attendance** - The SFWIB must hold at least six in-person meetings throughout the course of the calendar year. Members may attend via communications media technology a maximum of two times in a succession, after which, in-person attendance is required before remote participation is further permitted. As specified in Section 4.9B (2), any member who is absent from three of the six SFWIB meetings within a fiscal year, shall be deemed to have voluntarily resigned from the SFWIB unless the member's absences were excused, in advance, for cause by the Chair.

**Section 6.7 Quorum** - A majority of the Board membership qualified and sitting shall constitute a quorum for the transaction of business at meetings of the Board, including those members attending via communications media technology as outlined in Section 6.5. In the absence of a quorum, the Executive Committee may take official action on items of a Board agenda, which actions may be ratified by the Board at the next Board meeting.

**Section 6.8 Voting** - All matters before the Board (except amendments to Bylaws-See **Section 8.2**) shall be determined by a majority vote of members at the meeting after a quorum has been established. Each member (including those attending via communications media technology as outlined in Section 6.5), shall be able to cast one vote, and must vote on any business of the Board or any Council(s) to which he/she is assigned. The SFWIB prohibits the use of proxies to attend or vote on behalf of a member who is unable to do so in person or through communications media technology.

If a conflict of interest exists or is thought to exist, the corresponding member must abstain from voting or otherwise participating in the proceedings related to the matter and shall leave the public meeting room or other location of the public meeting until the consideration of that matter has been concluded. Any such person who leaves the public meeting room or other place of the public meeting shall be deemed absent for purposes of constituting a quorum, counting the vote or for any other purpose.

**Section 6.9 Conflict of Interest** – Board Members and staff must maintain integrity, accountability and transparency in decisions and actions that earn and protect the public trust. This includes taking all necessary steps to avoid appearances of conflicts of interests. A member shall not cast a vote on or participate in any decision regarding the provision of services by said member, their relatives, any organization that the member directly represents, or any matter that would provide any direct financial benefit to the member or, where the member has a relationship with the contracting vendor. All members shall follow the guidelines and restrictions set forth in chapter 445 of the Florida Statutes, CareerSource Florida Strategic Policy 2012.05.24.A.2-State and Local Workforce Development Board Contracting Conflict of Interest Policy, as well as the requirements in the Department of Commerce's Grantee/Sub-grantee Agreement.

Such contracts may only be approved with a two-thirds vote of the Board members present and where all conflicts of interest have been disclosed, and with the member who may benefit from such a contract (or whose organization or relative may benefit) abstaining from the vote. Any contract awarded to a SFWIB member, or a contracting vendor related to a SFWIB member, that is equal to or greater than \$10,000, is subject to DEO approval and requires the completion of a Contract Information/Related Party Form that has been certified by the Chair or Vice-Chair as correct and true. Such contracts will be published on the SFWIB website in accordance with chapter 445.

**Section 6.10** Procedure at Meetings

- A. Robert's Rules of Order shall govern the procedure of Board meetings except when inconsistent with the provisions of these Bylaws.
- B. All business shall be conducted in accordance with a written agenda published in accordance with the provisions of these Bylaws.
- C. Participation in meetings shall be limited to SFWIB members, Board staff and other invited guests and speakers.
- D. The Board shall comply with Section 286.0114, Florida Statutes and provide members of the public with a reasonable opportunity to be heard.
- E. All business of the Board shall be conducted in accordance with the Florida Government in the Sunshine Law.
- F. SFWIB members may attend meetings in-person or virtually except for the annual meeting where in-person attendance is required.
- G. The Secretary of the Board shall record and transcribe all proceedings. At the next routinely scheduled meeting where a quorum has been established, meeting minutes will be reviewed, amended, and approved as necessary. The minutes shall indicate which Board members were present or absent and shall record the official acts of the Board; the Vote Tally Sheet shall record member voting (ayes, noes, and abstentions). Abstentions due to a conflict of interest shall be recorded along with the member's name and the rationale for the abstention. After ratification by the Board, the meeting minutes serve as the official record of the business conducted at that meeting. Copies of approved minutes shall be posted on the CareerSource South Florida website within 15 days of Board approval.

**Section 6.11** Committees (Councils)

SFWIB shall establish and maintain the following Committees/Councils comprised of Board members to assist the Board in carrying out its duties and responsibilities. Council membership and leadership appointments, as described in Section 5.2A, are appointed by the Board Chair and subject to Board ratification. SFWIB staff may not serve on committees. As specified in Section 6.1, the Committees/Councils shall meet on the same days as the SFWIB regular Board meetings, as provided in Section 6.1. . The Committee/Council Chairs may call special and emergency meetings as deemed necessary.

**Section 6.12** Executive Committee – The Executive Committee shall be comprised of the Chair, Vice-Chair, Council Chairs and Vice-Chairs. The Executive Committee shall serve as a committee with administrative oversight responsibilities and is empowered to act and take necessary interim action to implement the plans and programs of CareerSource South Florida between meetings of the Board. All restricted assets shall be managed by the Executive Committee of the Board. An Executive Committee report will be made at each Board meeting at which time the actions of the Executive Committee may be reviewed and ratified by the Board.





**Section 6.13 The Finance and Efficiency Council (FEC)** –The FEC oversees the development of the annual budget and ensures accurate tracking, monitoring and accountability for funds. The FEC shall review the Executive Director’s recommended budget and make recommendations regarding the budget to the Board. The FEC is responsible for the review and approval of the annual audit and audit firm.

**Section 6.14 Global Talent and Competiveness Council (GTCC)** - The GTCC is responsible for developing and delivering talent (youth and adult) to meet marketplace needs to grow South Florida’s legacy and infrastructure industries, as well as those industries that hold promise and have been identified as economic development priorities for diversifying the regional economy with high-wage jobs. GTCC also focuses on the area’s economic development agenda and common strategic target. The council advises the Board on the development and implementation of policies, strategies, programs, and activities affecting workforce development by focusing on Opportunity Miami’s One Community One Goal, identified seven targeted sectors.

**Section 6.15 Performance Council**- The Performance Council is responsible for ensuring compliance with the U.S. Department of Labor’s federal common measures, the REACH Act Letter Grades and SFWIB performance goals, including both programmatic and financial outcomes on measures such as job placements, cost per placement and return-on-investment. The council provides oversight and accountability for positive outcomes of Florida’s federal common measures.

**Section 6.16 Ad Hoc Committees** - Ad Hoc Committee(s) shall be established as temporary committees to address specific issues. Ad Hoc Committees shall be chaired by a SFWIB member. Membership of Ad Hoc Committee(s) may include other SFWIB members, but must include individuals, appointed by SFWIB, who are not on the Board and have demonstrated experience and expertise in accordance with state and federal laws.

## **ARTICLE VII INDEMFICATION AND COMPENSATION**

**Section 7.1 Indemnification** - The Board shall indemnify, defend, save, and hold harmless each member from personal liability to the maximum extent authorized by law. It is the intent of this Article that no member shall have personal liability for his or her acts or omissions except in those instances where the Board is prohibited, by law, from indemnifying, defending, saving, and holding harmless such member. Additionally, in the event of dissolution, liquidation, termination, or expiration of the existence of the SFWIB, the Board shall follow the provisions of the Interlocal Agreement regarding payments, debts, obligations, assets and income.

**Section 7.2 Compensation** – Board members shall serve without compensation; however, members may be reimbursed for necessary expenses incurred in the performance of official duties upon approval in writing by CLEO of Miami-Dade County or his or her designee, in accordance with the Interlocal Agreement. Expenses shall be reimbursed in accordance with federal and state laws and regulations, Miami-Dade County ordinances and policies, and the Interlocal Agreement.



## **ARTICLE VIII ENACTMENT/AMENDMENT**

**Section 8.1 Enactment** - These Bylaws shall become effective upon approval of the Board. Approval for enactment shall require a two-thirds vote of the full membership of the Board, after notice to the membership. Said notice shall be made no later than 10 days prior to the meeting at which the Bylaws are placed on the agenda. These Bylaws shall not be construed to take precedence over federal, state, or local laws or regulations or to limit or constrain the rights and obligations of the Board.

**Section 8.2 Amendments** - The Bylaws may be altered, amended, or repealed and new Bylaws adopted by the affirmative vote of a two-thirds of the membership of the Board in attendance at any meeting.

## **ARTICLE XI STAFF SUPPORT AND PROFESSIONAL ASSISTANCE**

**Section 9 Staff Support and Professional Assistance** - The Board and its committees shall be provided administrative, clerical, and technical support by the Board's staff. The staff shall implement the policies, decisions, actions and directives of the Board under the supervision and control of the Executive Director. It shall be the Executive Director's responsibility to assure such support is available as necessary or as requested by any Board/Committee. However, any such requests or directives by members of the Board shall be made solely to the Executive Director and shall not be made to any other employees of the SFWIB either publicly or privately. If determined necessary, the Board may hire professional consultants, including legal counsel, to assist in carrying out its responsibilities.