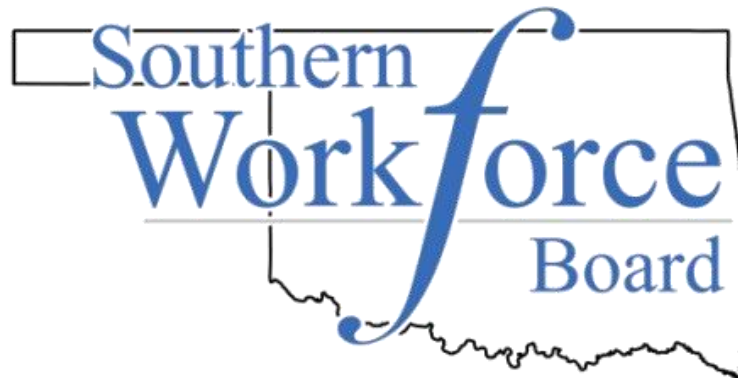


SOUTHERN WORKFORCE BOARD, INC.



DEMAND OCCUPATIONS & SKILL SETS POLICY

SWB - #103

Revised 04-13-16

Revised 08-09-17

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Revised 1-29-2020

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PURPOSE:

To disseminate policy regarding the determination and usage of the Southern Workforce Board's Demand Occupations List as required under the Workforce Innovation & Opportunity Act.

BACKGROUND:

The Workforce Innovation & Opportunity Act (WIOA) requires that the Southern Workforce Board identify occupations that are in demand in the region, as well as demand skill sets. This policy establishes the process that the Board (SWB) shall use for developing and maintaining a local list that identifies increasing and decreasing occupations and skill sets in the region.

Demand occupations and skill sets are those that have been determined by the Board to offer the greatest potential for customers to obtain reasonably stable, secure and family-supporting employment. WIOA Title I training funds may only be used to assist customers enrolled in courses of study that lead to entry into an occupation on this approved list *through a state approved eligible training provider*.

DETERMINATION OF DEMAND OCCUPATIONS & SKILL SETS:

The SWB shall maintain a list of occupations and skill sets that identify the increasing and decreasing demand for such in the local workforce area within the Board's targeted industries. The Demand Occupations List and Skill Set lists will be developed and approved by the Board utilizing current data from the Labor Market Analysis division of the Oklahoma Employment Security Commission (OESC), the Oklahoma Department of Commerce Division of Research, Economic Modeling, the Governor's Council for Workforce and Economic Development, economic development councils, business advisory groups, unemployment insurance call centers, significant employers throughout the region, and community colleges.

Targeted Industries:

The Southern Workforce Board has identified through the Board's State of the Workforce Labor Market Information (LMI) utilizing EMSI, Southern Oklahoma Workforce Briefing and Ecosystem reports identifying the industries within the seventeen county area that are eligible for participant training. They are: (1) Health Care & Social Assistance, (2) Transportation & Warehousing, (3) Manufacturing, (4) Construction, (5) Professional, Scientific & Technical Services, (6) Mining, Quarrying, and Oil and Gas Extraction (7) Wholesale (Distribution), (8) Finance and Insurance, (9) Educational Services (10) Agriculture, Forestry, Fishing and Hunting, (10) Government.

Demand Occupations:

The Southern Workforce Board has utilized the EMSI, Department of Commerce Ecosystems impact data to identify those occupations critical for future growth and advancement for our region's economy contained within the Board's targeted industries. That have *20+annual* job openings, an hourly wage of at least \$10.00 per hour or show a positive growth percentage and or any STEM, Ecosystem occupations or critical occupations identified by LMI data (EMSI, ODOC Briefings) in the Southern Workforce Development Area and local area demand input to be "**In Demand**". The Board shall employ three major tools to establish a context for determination of demand occupations: (a) statewide and regional employment projections positive growth, (b) number of job openings and placements within the last 12 months, and (c) current workforce area labor market studies indicative of high growth, STEM and Ecosystem related industries.

Demand Skill Sets:

The Southern Workforce Board has identified those skill sets within the demand occupations contained within the Board's targeted industries to be the "**demand skill sets**" for the Southern Workforce Development Area. The Board shall employ four major tools to establish a context for the determination of demand skill sets: (a) State of the Workforce Report of the Governor's Council for Workforce and Economic Development, (b) Focus Group information and feedback, (c) local labor market surveys of the area's businesses, and (d) skill sets as identified by the ACT's WorkKeys profiles or O'NET. The Board may also establish tiers of Skill Sets as correlates to the *High-demand Occupations* list or separately.

The lists shall be uniform for the entire workforce development area. Regional exceptions to the list can be included if there is county data which can substantiate a basis for making the exception. The list will be updated on an annual basis, however, it may be updated on a more frequent basis if a situation warrants it (plant closures or openings, significant changes in the local economy, etc.).

EXCEPTIONS:

Exceptions to the occupations list attached may be considered in extreme circumstances. The occupation in question must be presented to the Chair of the Southern Workforce Board and to staff in written format. Exceptions must identify the occupation for which the training is to occur, the basis for requesting an exception including documented evidence to support the request, and whether the exception request is temporary or permanent. This request must be in advance of any training expenditure related to the request.

SOUTHERN WORKFORCE BOARD

DEMAND OCCUPATION LIST

APPROVED 10/28/2020

SOC	Description	2020 Jobs	2025 Jobs	2020 - 2025 Change	2020 - 2025 % Change	Annual Openings	Avg. Hourly Earnings
11-1000	Top Executives	2,466	2,653	187	8%	255	\$43.86
11-2000	Advertising, Marketing, Promotions, Public Relations, and Sales Managers	270	302	32	12%	32	\$47.11
11-3000	Operations Specialties Managers	1,724	1,852	128	7%	171	\$40.57
11-9000	Other Management Occupations	4,406	4,510	104	2%	429	\$32.11
13-1000	Business Operations Specialists	2,907	3,153	246	8%	351	\$28.90
13-2000	Financial Specialists	2,000	2,122	122	6%	216	\$29.76
15-1100	Computer Occupations	1,294	1,432	138	11%	134	\$29.90
15-2000	Mathematical Science Occupations	41	49	8	20%	5	\$33.55
17-1000	Architects, Surveyors, and Cartographers	109	133	24	22%	14	\$31.39
17-2000	Engineers	935	978	43	5%	82	\$41.98
17-3000	Drafters, Engineering Technicians, and Mapping Technicians	493	535	42	9%	65	\$25.11
19-1000	Life Scientists	217	219	2	1%	23	\$31.30
19-2000	Physical Scientists	246	244	(2)	(1%)	27	\$34.31
19-3000	Social Scientists and Related Workers	328	343	15	5%	32	\$32.48
19-4000	Life, Physical, and Social Science Technicians	413	409	(4)	(1%)	48	\$23.45
19-5000	Occupational Health & Safety Specialist	173	182	9	5%	12	\$32.49
21-1000	Counselors, Social Workers, and Other Community and Social Service Specialists	3,282	3,449	167	5%	396	\$19.28
23-1000	Lawyers, Judges, and Related Workers	575	604	29	5%	37	\$41.33
23-2000	Legal Support Workers	399	413	14	4%	44	\$18.92
25-1000	Postsecondary Teachers	1,009	1,019	10	1%	100	\$24.21
25-2000	Preschool, Primary, Secondary, and Special Education School Teachers	5,614	5,488	(126)	(2%)	450	\$19.63
25-3000	Other Teachers and Instructors	1,111	1,132	21	2%	137	\$20.99
25-4000	Librarians, Curators, and Archivists	381	409	28	7%	52	\$19.32
25-9000	Other Education, Training, and Library Occupations	1,788	1,784	(4)	(0%)	195	\$10.86
27-1000	Art and Design Workers	360	395	35	10%	47	\$19.20
27-2000	Entertainers and Performers, Sports and Related Workers	440	477	37	8%	67	\$25.45
27-3000	Media and Communication Workers	470	501	31	7%	61	\$26.29
27-4000	Media and Communication Equipment Workers	144	154	10	7%	18	\$22.25
29-1000	Healthcare Diagnosing or Treating Practitioners	4,588	4,655	67	1%	268	\$41.80
29-2000	Health Technologists and Technicians	3,803	3,798	(5)	(0%)	306	\$19.61
31-1000	Nursing, Psychiatric, and Home Health Aides	3,053	3,035	(18)	(1%)	362	\$12.09

SOC	Description	2019 Jobs	2025 Jobs	2019 - 2025 Change	2019 - 2025 % Change	Annual Openings	Avg. Hourly Earnings
31-1100	Home Health and Personal Care Aides; and Nursing Assistants, Orderlies, and Psychiatric Aides	5,084	5,113	29	1%	767	\$11.40
31-9000	Other Healthcare Support Occupations	1,428	1,435	7	0%	185	\$15.50
33-1000	Supervisors of Protective Service Workers	366	407	41	11%	36	\$25.42
33-2000	Fire Fighting and Prevention Workers	386	443	57	15%	40	\$21.09
33-3000	Law Enforcement Workers	1,878	2,027	149	8%	182	\$18.64
33-9000	Other Protective Service Workers	1,684	1,805	121	7%	277	\$15.16
39-1013	First-Line Supervisors of Gaming Workers	237	272	35	15%	48	\$18.49
39-9000	Personal Care and Service Workers, All Other	2,009	2,091	82	4%	341	\$11.78
41-3099	Sales Representatives, Services, All Other	604	692	88	15%	91	\$22.40
41-9022	Real Estate Sales Agents	296	312	16	5%	33	\$28.96
43-1011	First-Line Supervisors of Office & Administrative Support Workers	1,852	1,872	20	1%	206	\$23.13
43-4061	Eligibility Interviewers, Government Programs	128	138	10	8%	15	\$22.33
43-5030	Dispatchers	531	617	86	16%	66	\$16.40
45-2000	Agricultural Workers	1,337	1,357	20	1%	215	\$14.53
45-2000	Agricultural Workers	1,375	1,402	27	2%	239	\$15.39
47-2000	Construction Trades Workers	6,965	7,303	338	5%	887	\$19.42
47-4011	Construction & Building Inspectors	147	165	18	12%	23	\$23.91
47-4051	Highway Maintenance Workers	632	680	48	8%	84	\$15.58
49-1000	Supervisors of Installation, Maintenance, and Repair Workers	705	747	42	6%	76	\$31.83
49-2000	Electrical and Electronic Equipment Mechanics, Installers, and Repairers	565	601	36	6%	69	\$23.94
49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairers	2,670	2,805	135	5%	305	\$19.49
49-9000	Other Installation, Maintenance, and Repair Occupations	4,718	5,028	310	7%	550	\$20.60
51-1000	Supervisors of Production Workers	923	982	59	6%	111	\$30.20
51-2000	Assemblers and Fabricators	1,287	1,252	(35)	(3%)	163	\$15.38
51-3000	Food Processing Workers	1,373	1,505	132	10%	216	\$12.06
51-4000	Metal Workers and Plastic Workers	3,097	3,177	80	3%	390	\$18.58
51-6000	Textile, Apparel, and Furnishings Workers	651	686	35	5%	96	\$11.06
53-1000	Supervisors of Transportation and Material Moving Workers	667	715	48	7%	85	\$26.69
53-3000	Motor Vehicle Operators	6,070	6,571	501	8%	845	\$20.47
53-5000	Water Transportation Workers	57	59	2	4%	7	\$36.33
53-6051	Transportation Inspectors	38	42	4	11%	5	\$34.08

DEMAND SKILL SETS

Compiled Skills List Based on Level of Importance by High Priority Occupations

Total Importance Score	Required Skill	Total Level of Required Skill
652	Critical Thinking	521
651	Active Listening	509
639	Monitoring	513
629	Speaking	482
602	Reading Comprehension	509
602	Social Perceptiveness	471
587	Judgment and Decision Making	464
568	Coordination	483
561	Time Management	461
543	Operation Monitoring	422
536	Complex Problem Solving	449
528	Service Orientation	431
527	Writing	431
515	Active Learning	446
504	Instructing	444
464	Learning Strategies	432
446	Operation and Control	353
436	Quality Control Analysis	379
423	Persuasion	401
418	Mathematics	364
415	Management of Personnel Resources	387
398	Negotiation	353
398	Systems Analysis	361
398	Troubleshooting	322
379	Systems Evaluation	350

319	Equipment Maintenance	265
305	Repairing	245
265	Equipment Selection	219
262	Management of Material Resources	232
247	Science	212
246	Operations Analysis	220
211	Management of Financial Resources	197
175	Technology Design	143
108	Installation	105
106	Programming	85

(Frequency of Skill In Demand Occupations Indicates The Number of Times

This Skill Is Shown as Being Necessary in the Demand Occupations List)

Education Typically Required for Occupations That are In Demand

Average Hourly Wage	Job Openings	Educational Level Required
\$ 21.35	560	Associate degree
\$ 18.09	1550	Bachelor's degree
\$ 30.13	1320	Bachelor's or higher degree, plus work experience
\$ 17.72	50	Doctoral degree
\$ 36.88	90	First professional degree
\$ 13.51	1390	Long-term on-the-job training
\$ 20.25	140	Master's degree
\$ 12.65	3460	Moderate-term on-the-job training
\$ 14.89	1140	Postsecondary vocational training
\$ 10.25	2960	Short-term on-the-job training
\$ 16.73	1610	Work experience in a related occupation