



Policy Name: Training in Demand Occupations

Policy: 29

Effective Date: January 1, 2013

Revised: December 2, 2014

Revised: May 26, 2015

Revised: July 1, 2015 WIOA (no change in policy)

Revision Date: June 2, 2020

BACKGROUND

Southwest Georgia Workforce Development Board (WDB) is statutorily required to create and maintain a list of demand occupations for the Local Workforce Development Area (LWDA). This list, which is to be updated at least annually, must be used in the process of approving or disapproving training requests and payments for Individual Training Accounts (ITA) allowed by the Workforce Innovation and Opportunity Act (WIOA) for Training.

The intent of the WDB as articulated in the Local Plan is that WIOA training funds be invested in training that will lead to secure employment, wage progression, job retention, and self-sufficiency for training participants.

AUTHORITY

The authority for this policy derives from Section 134(c) of the Workforce Innovation and Opportunity Act (WIOA) which requires each Local Workforce Development Board (LWDB) to make available, through their One-Stop Career Centers, a listing of eligible providers of training services. Section 134(c)(3)(G)(iii) of the Act specifies that the training services provided with the support of WIOA Adult and Dislocated Worker funds shall be linked to certain "demand occupations"

"Section 134(c)(3)(G)(iii) Linkage to occupations in demand.

Training services provided under this paragraph shall be directly linked to occupations that are in demand in the local area, or in another area to which an adult or dislocated worker receiving such services is willing to relocate, except that a local board may approve training services for occupations determined by the local board to be in sectors of the economy that have a high potential for sustained demand or growth in the local area."

PURPOSE

This policy provides guidance to Southwest Georgia Workforce Development Board Staff (WDB Staff), in selecting appropriate training programs for customers funded through WIOA and served within the local area's One Stop Delivery System. WIOA also requires each LWDB to determine the skills that are necessary to obtain the jobs in the area. This policy contains information on the methodology of determining these skills for the local area. The current policy of the WDB limits the use of WIOA funds to training for demand occupations within targeted industries. The information in this policy will assist the WDB in its identification of suitable training programs which provide training for these demand occupations.



GENERAL POLICY

To fulfill this statutory requirement, the WDB has authorized its WDB Executive/Finance Committee to review the list of occupations in demand, and any other information provided by WDB Staff for acceptance and/or modification. The WDB Executive/Finance Committee has, in turn, authorized the WDB staff to make modification to the designation of a specific occupation or occupations in response to a local industry event and to notify the Committee of such modification. The WDB Executive/Finance Committee will inform the WDB of changes to the designation of an occupation on the list.

Revisions to this SWGA Demand Occupation list will be based upon (but not limited to): USDOL Labor Market Information, GDOL Labor Market Information, Local GDOL Career Center Job Order Data, SWGA Employer Surveys, and other appropriate instruments.

EXCEPTION POLICY

The WDB recognizes that the local labor market is extremely dynamic and that such a list cannot consistently and accurately address the just-in-time needs of employers and job seekers in a mutually advantageous manner. Further, the WDB wishes to expedite the process of matching employers and job seekers to the maximum extent possible. It has therefore established an exception policy that the Executive Director, Colquitt City Manager or Mayor of Colquitt may approve classroom training plans for occupations that are not on the Demand Occupation list but meet all requirements of *Classroom Training* when one of the following conditions is met:

- Training program is listed on the statewide ELIGIBLE TRAINING PROVIDER LIST;
- Training program has a high placement rate for successful completers as documented by the State or through supplemental data provided by the institution;
- Job seeker has a letter of intent to employ upon completion of the training program.
- Documented analysis, skills gap analysis, or other analysis demonstrating that the occupation is in demand,
- Job seeker is willing to relocate or commute to another LWDA following the completion of training where the occupation is on that local's area's in demand occupation list and as documented on the INDIVIDUAL EMPLOYMENT PLAN.

It is the policy of the WDB to support job seeker and employer empowerment through informed choice, including choice of training programs to the maximum extent possible.

To that end, the WDB Executive/Finance Committee designates the approval of any and all training that advances the WDB's ability to address the documented immediate pipeline needs of area industries. Therefore, in those extenuating circumstances, a waiver can be requested for occupations not listed on the Demand Occupation list on a case by case basis and must be approved by the Director, Colquitt City Manager or Mayor of Colquitt utilizing a sufficient waiver approval procedure.

TARGETED INDUSTRIES

The WDB approved targeted Industries are:

(SEE ATTACHED LIST)

DEMAND SKILLS

The WDB also established a list of demand skills. These skills should:

- Support economic development priorities;
- Focus on industrial sectors and clusters, whether present or emerging;
- Address industry-specific or general shortages;
- Enhance workplace literacy, including vocational English as a second language.

The WDB approved Demand Skills are:

1. Microsoft Office Products:

Word
Excel
Power Point
Publisher
Outlook
Access

2. Keyboarding (typing skills)

3. Computer Literacy

4. Basic Literacy

5. Math Skills

6. Soft Skills

7. Accounting Software Applications

8. WorkKeys and Keytrain Remediation

9. English as a Second Language (ESL)

ITA Demand Occupation List

Agriculture Related Occupations

Agricultural Technician
 Mechanic
 Service Technician
 Tractor Mechanic
 Agricultural Mechanic
 Farm Equipment Mechanic
 Service Mechanic
 Shop Mechanic
 Harvester Mechanic

Occupations in Business Detail

Accountants
 Accounting Clerk
 Accounting Assistant
 Accounts Payables Clerk
 Bookkeeper
 Account Clerk
 Accounts Payable Clerk
 Accounts Receivable Clerk
 Account Receivable Clerk
 Accounts Payable Specialist
 Accounting Associate
 Logistician
 Logistics Manager
 Logistics Analyst
 Production Planner
 Food Service Manager
 Food Service Director
 Food and Beverage Manager
 Banquet Manager
 Food Service Supervisor
 Restaurant General Manager
 Catering Manager
 Director of Food and Beverage
 Hotel Manager
 Resort Manager
 Rooms Director

Occupations in Education

Child Care Worker

Occupations in Industrial/Technical

Biomedical Engineer
 Drafting

Occupations in Infrastructure

Electrician
 Electronic Engineer
 Electrical and Electronics Repairer, Comm. And Ind.
 Equipment
 Fabrication Technology (Welding)

Occupations in Information Technology/Engineering

Computer Hardware Engineer
 Computer and Information Scientist, Research
 Computer Information Systems Manager
 Computer Systems Analysts
 Computer Security Specialist
 Computer, Automated Teller, and Office Machine Repairer
 Computer Software Engineers, Applications
 Computer Software Engineers, System Software
 Computer Support Specialist
 Network and Computer Systems Administrators

Occupations in Medicine, Health and Life Sciences

Cardiovascular Technologists and Technicians
 Dental Hygenist
 Dental Assistant
 Diagnostic Medical Sonographers
 Ultrasonographer
 Ultrasound Technologist
 Emergency Medical Technician and Paramedic
 Medical Records and Health Information Technicians
 Medical Secretary
 Medical Transcriptionist
 Licensed Practical Nurse
 Medical Assistant
 Registered Nurse
 Nursing Aide, Orderly, and Attendant
 Occupational Therapist
 Pharmacy Technician
 Physical Therapy Assistant
 Radiology Technician
 Respiratory Therapist
 Home Health Aides
 Surgical Technologist
 Medical and Clinical Laboratory Technicians
 Medical and Clinical Laboratory Technologists
 Microbiologist
 Histotechnologist
 Histology Technician
 Phlebotomist

Occupations in Machine Trade

Automotive Body and Related Repairer
 Automotive Glass Installer and Repairer
 Automotive Master Mechanic
 Automotive Service Technician and Mechanic
 Automotive Speciaty Technician

Service Related Occupations

Police Patrol Officers
 Firefighter
 Chef and Head Cooks

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Occupations in Structural Work

Brickmasons
Blockmasons
Carpenters
Construction Laborer
Dry Wall Installer
Maintenance and Repair Workers, General
Electricians
Electronic Drafter
Electronics Engineering Technician
Refurbish Technician (Refurb Tech)
HVAC Technician
Plumbers
Pipe fitters and Steamfitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators and Tenders

Occupations in Transportation

Truck Drivers, Heavy and Tractor-Trailer
Truck Drivers, Light or Delivery Services
Bus Driver