



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

Revision Date: May 26, 2021

Revision Date: June 7, 2022

## 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) and On-the-Job Training 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.

Policy #29 Training in Demand Occupations

Revision June 7, 2022



## 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 Local Demand Occupation list but meet all requirements of *Classroom Training and are listed on the Statewide Eligible Training Provider List* when one of the following conditions is met:

1. Training program has a high placement rate for successful completers in local area, as documented by the State or through supplemental data provided by the institution;
2. Job seeker has a letter of intent to employ upon completion of the training program
3. Documented analysis, skills gap analysis, or other analysis demonstrating that the occupation is in demand;
4. 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)



## Demand Occupations List

### Agriculture-Related Occupations

Agricultural Equipment Operators (SOC 45-2091)  
 Fishing & Hunting Workers (SOC 45-3031)  
 Logging Equipment Operators (SOC 45-4022)

### Business & Legal Occupations

Accountants & Auditors (SOC 13-2011)  
 Bill & Account Collectors (SOC 43-3011)  
 Billing & Posting Clerks (SOC 43-3021)  
 Bookkeeping, Accounting, & Auditing Clerks (SOC 43-3031)  
 Business Operations Specialists, All Other (SOC 13-1199)  
 Buyers & Purchasing Agents (SOC 13-1020)  
 Compliance Officers (SOC 13-1041)  
 Customer Service Representatives (SOC 43-4051)  
 Dispatchers, Except Police, Fire & Ambulance (SOC 43-5032)  
 Financial Analysts & Advisors (SOC 13-2050)  
 Human Resources Specialists (SOC 13-1071)  
 Info & Record Clerks, All Other (SOC 43-4199)  
 Loan Interviewers & Clerks (SOC 43-4131)  
 Loan Officers (SOC 13-2072)  
 Lodging Managers (SOC-11-9081)  
 Logisticians (SOC 13-1081)  
 Management Analysts (SOC 13-1111)  
 Market Research Analysts & Marketing Specialists (SOC 13-1161)  
 Office & Admin., Support Workers, All Other (SOC 43-9199)  
 Office Clerks, General (SOC 43-9061)  
 Paralegals & Legal Assistants (SOC 23-2011)  
 Production, Planning, & Expediting Clerks (SOC 43-5061)  
 Project Mgmt. Specialists (SOC 13-1082)  
 Secretaries & Admin Assistants, Except Legal, Med., & Exec. (SOC 43-6014)  
 Shipping, Receiving, & Inventory Clerks (SOC 43-5071)  
 Training & Development Specialists (SOC 13-1151)

### Education-Related Occupations

Career/Tech. Ed. Teachers, Secondary School (SOC 25-2032)  
 Elementary School Teachers, Except Special Education (SOC 25-2021)  
 Middle School Teachers, Except Special & Career Tech. Ed. (SOC 25-2022)  
 Preschool Teachers, Except Special Education (SOC 25-2011)  
 Secondary School Teachers, Except Special & Career/Tech. Ed. (SOC 25-2031)  
 Self-Enrichment Teachers (SOC 25-3021)  
 Special Ed. Teachers, All Other (SOC 25-2059)

### Information Technology & Engineering Occupations

Computer Systems Analysts (SOC-15-1211)  
 Computer User Support Specialists (SOC-15-1232)  
 Computer Occupations, All Other (SOC-15-1299)  
 Industrial Engineers (SOC-17-2112)  
 Software & Web Developers, Programmers, & Testers (SOC-15-1250)

### Medicine, Health & Life Science Occupations

Cardiovascular Technologists and Technicians (SOC-29-2031)  
 Dental Assistants (SOC 31-9091)  
 Dental Hygienists (SOC 29-1292)  
 Diagnostic Medical Sonographers (SOC-29-2032)  
 Emergency Medical Technicians & Paramedics (SOC 29-2040)  
 Health Information Technologists & Medical Registrars (SOC 29-9021)  
 Healthcare Support Workers, All Other (SOC-31-9099)  
 Home Health & Personal Care Aides (SOC 31-1120)  
 Licensed Practical & Licensed Vocational Nurses (SOC 29-2061)  
 Medical Assistants (SOC 31-9092)  
 Medical Dosimetrists (SOC 29-2036)  
 Medical Records Specialists (SOC 29-2072)  
 Medical Secretaries & Admin. Assistants (SOC 43-6013)  
 Neurodiagnostic Technologists (SOC-29-2099)  
 Nursing Assistants (SOC 31-1131)  
 Opticians, Dispensing (SOC 29-2081)  
 Pharmacy Technicians (SOC 29-2052)  
 Phlebotomists (SOC 31-9097)  
 Psychiatric Aides (SOC 31-1133)  
 Radiology Technologists & Technicians (SOC 29-2034)  
 Registered Nurses (SOC 29-1141)  
 Respiratory Therapists (SOC 29-1126)  
 Surgical Technologists (SOC 29-2055)

### Service-Related Occupations

Chef & Head Cooks (SOC 35-1011)  
 Firefighters (SOC 33-2011)  
 Insurance Sales Agents (SOC 41-3021)  
 Miscellaneous Protective Service Workers (SOC 33-9090)  
 Pest Control Workers (SOC 37-2021)  
 Police & Sheriff's Patrol Officers (SOC 33-3051)  
 Sales Reps of Svcs., Except Ads, Insurance, Fin. Svcs., & Travel (SOC 41-3091)  
 Sales Reps, Wholesale & Mfg., Tech. & Scientific Products (SOC 41-4011)  
 Sales Reps., Wholesale & Mfg., Except Tech & Scientific Products (SOC 41-4012)  
 Security Commodities, & Financial Services Sales Agents (SOC 41-3031)  
 Security Guards (SOC 33-9032)  
 Telemarketers (SOC 41-9041)

**(Continued on next page)**



### **Transportation Occupations**

Bus Drivers, School (SOC-53-3051)  
 Bus Drivers, Transit and Intercity (SOC-53-3052)  
 Heavy & Tractor-Trailer Truck Drivers (SOC 53-3032)  
 Industrial Truck & Tractor Operators (SOC 53-7051)  
 Laborers & Freight, Stock, & Material Movers, Hand (SOC 53-7062)  
 Light Truck Drivers (SOC 53-3033)  
 Motor Vehicle Operators, All Other (SOC 53-3099)  
 Packers & Packagers, Hand (SOC 53-7064)  
 Refuse & Recyclable Material Collectors (SOC 53-7081)  
 Stockers & Order Fillers (SOC 53-7065)

### **Industrial/Technical Occupations**

Coating, Painting, & Spraying Machine Setters, Operators, & Tenders (SOC 51-9124)  
 Cabinetmakers & Bench Carpenters (SOC 51-7011)  
 Computer Numerically Controlled Tool Operators (SOC 51-9161)  
 Cutting, Punching, & Press Machine Setters, Operators, & Tenders, Metal & Plastic (SOC 51-4031)  
 Electrical, Electronic, & Electromechanical Assemblers, Except Coil Winders, Tapers, & Finishers (SOC 51-2028)  
 Food Batchmakers (SOC 51-3092)  
 Helpers-Production Workers (SOC 51-9198)  
 Inspectors, Testors, Sorters, Samplers, & Weighers (SOC 51-9061)  
 Machinists (SOC 51-4041)  
 Miscellaneous Assemblers & Fabricators (SOC 51-2090)  
 Molding, Coremaking, & Casting Machine Setters, Operators, & Tenders, Metal & Plastic (SOC 51-4072)  
 Multiple Machine Tool Setters, Operators, & Tenders, Metal & Plastic (SOC 51-4081)  
 Packaging & Filling Machine Operators & Tenders (SOC 51-9111)  
 Production Workers, All Other (SOC 51-9199)  
 Sawing Machine Setters, Operators, & Tenders, Wood (SOC 51-7041)  
 Textile Winding, Twisting, & Drawing Out Machine Setters, Operators, & Tenders (SOC 51-6064)  
 Water & Wastewater Treatment Plant & System Operators (SOC 51-8031)  
 Welders, Cutters, Solderers, & Brazers (SOC 51-4121)  
 Woodworking Machine Setters, Operators, & Tenders, Except Sawing (SOC 51-7042)

### **Structural Work Occupations**

Brickmasons & Blockmasons (SOC-47-2021)  
 Carpenters (SOC 47-2031)  
 Construction Laborers (SOC-47-2061)  
 Dry Wall & Ceiling Tile Installers (SOC-47-2081)  
 Electricians (SOC 47-2111)  
 Electrical and Electronics Repairer, Comm. And Ind. Equipment (SOC 49-2094)  
 Helpers-Electricians (SOC 47-3013)  
 Plumbers, Pipefitters & Steamfitters (SOC 47-2152)  
 Sheet Metal Workers (SOC 47-2211)

### **Machine Trade, Maintenance & Repair Occupations**

Aircraft Mechanics & Svc. Techs. (SOC 49-3011)  
 Automotive Body & Related Repairers (SOC 49-3021)  
 Automotive Service Technicians & Mechanics (SOC 49-3023)  
 Bus & Truck Mechanics & Diesel Engine Specs. (SOC 49-3031)  
 Farm Equipment Mechanics & Svc Techs. (SOC 49-3041)  
 HVAC & Refrigeration Mechanics & Installers (SOC 49-9021)  
 Helpers-Installation, Maintenance, & Repair Workers (SOC 49-9098)  
 Industrial Machinery Mechanics (SOC 49-9041)  
 Installation, Maintenance, & Repair Workers, All Other (SOC 49-9099)  
 Maintenance and Repair Workers, General (SOC 49-9071)  
 Mobile Heavy Equipment Mechanics, Except Engines (SOC 49-3042)  
 Telecom Equip. Installers & Repairers, Except Line Installers (SOC 49-2022)  
 Telecom Line Installers & Repairers (SOC 49-9052)

### **Management & Supervisory Occupations**

Administrative Services & Facilities Managers (SOC 11-3010)  
 Farmers, Ranchers, & Other Agricultural Managers (SOC 11-9013)  
 Financial Managers (SOC 11-3031)  
 First-Line Supervisors of Construction Trades & Extraction Workers (SOC 47-1011)  
 First-Line Supervisors of Farming, Fishing, & Forestry Workers (SOC 45-1011)  
 First-Line Supervisors of Food Preparation & Serving Workers (SOC 35-1012)  
 First-Line Supervisors of Housekeeping & Janitorial Workers (SOC 37-1011)  
 First-Line Supervisors of Mechanics, Installers, & Repairers (SOC 49-1011)  
 First-Line Supervisors of Non-Retail Sales Workers (SOC 41-1012)  
 First-Line Supervisors of Office & Admin. Support Workers (SOC 43-1011)  
 First-Line Supervisors of Entertainment and Rec. Workers, Except Gambling Services (SOC 39-1014)  
 First-Line Supervisors of Personal Service Workers (SOC 39-1022)  
 First-Line Supervisors Production & Operating Workers (SOC 51-1011)  
 First-Line Supvrs. of Trans. & Material Moving Workers, Except Aircraft Cargo Handling Supvrs. (SOC 53-1047)  
 First-Line Supervisors of Retail Sales Workers (SOC 41-1011)  
 Food Service Managers (SOC 11-9051)  
 General & Operations Managers (SOC 11-1021)  
 Industrial Production Managers (SOC 11-3051)  
 Medical & Health Service Managers (SOC 11-9111)  
 Property, Real Estate, & Community Association Managers (SOC 11-9141)  
 Sales Managers (SOC 11-2022)  
 Social & Community Service Managers (SOC 11-9151)