



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

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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 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.



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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 Hygienist
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 Specialty 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