

Adding Occupations to the 2016-2017 Regional Targeted Occupations List

Adding Occupations to Region 14's Regional Targeted Occupations List (TOL)

CareerSource Pinellas is soliciting input for the Regional Targeted Occupations List (TOL) for Pinellas County, Florida. The Regional TOL is used to identify occupations that are in demand to ensure that skills training programs to be funded with Workforce Innovation Opportunity Act (WIOA) and other workforce dollars are meeting the needs of our area employers and industry associations and providing the best opportunity for job placement for our clients being served. Training reimbursements are issued by CareerSource Pinellas to approved training vendors for post-secondary occupational training, associate degree education and bachelor degree education. The current process allows for the addition of occupations on at least a quarterly basis. If an approved training vendor, other local education agency, economic development agency, business association, area business or other interested party feels there is local data to support the addition of occupations to the Regional TOL, then the criteria and process below may be utilized to make such requests.

Background: CareerSource Pinellas' policy dated December 19, 2013 that was approved by the Board of Directors at their meeting on that same date, states "It is the policy of the Board to seek out and utilize all relevant local labor market information, input from targeted industries and individual employers, and feedback from education institutions and other partner agencies to create and maintain an annual list of occupations that are currently or are projected to be in demand in the Tampa Bay area at an entry wage established by the Board for the purposes of targeting federal job training funds to those occupations on the list. This list of targeted occupations shall be known as the Regional Targeted Occupations List (TOL)."

This policy also allows for periodic reviews, additions and deletions to the Regional Targeted Occupations List (TOL). Specifically the policy states "Subsequent periodic reviews throughout the year of data and input that has been collected and received will be presented to the Board with any suggested additions or deletions of occupations from the TOL if the data and input warrant such measures. Prior to the suggested deletion of any occupation, staff will notify all regionally approved training vendors of the proposed action to delete an occupation from the Regional TOL to ensure

that each has an opportunity to present additional data for consideration prior to the Board meeting where action is scheduled to be taken.”

Finally, this policy and one subsequently approved at the March 19, 2014 Board meeting established minimum standards that shall be applied to the inclusion or deletion of an occupation from this Region’s TOL. Those minimum standards include the following:

- Occupations may be included on the TOL if postsecondary training is a normal and usual requirement to obtain an entry-level job in that occupation.
- Training shall not be restricted to only vocational certificate or AS degree programs; occupations requiring training beyond those levels will be considered if all other criteria such as wage and demand are met.
- Whenever possible, multi-region occupational demand and workforce needs will be taken into consideration.
- Annually the Board will establish a minimum level of projected annual openings by occupation (demand) for that occupation to be considered for inclusion on the Regional TOL. For program year July 1, 2016 through June 30, 2017, that minimum level is 100 openings.
- Whenever possible, the Board shall also take into consideration the projected gap between supply and demand to ensure an occupation is not included on the Regional TOL when that occupation has significant openings but also has an over-abundance of training completers in that occupation that exceeds the projected demand.
- Annually the Board will establish a minimum threshold of entry wage earnings for an occupation to be considered for inclusion on the Regional TOL. For program year July 1, 2016 through June 30, 2017 that minimum wage at entry is \$11.00/hour.
- The Board shall take into consideration situations where input is available and reliable but current data does not support the projected demand for trained individuals in occupations being created by new employers moving to the area or current employers expanding operations in the area.
- The Board shall take into consideration situations where data is available and indicates a demand for training in certain occupations however input from reliable sources (industry leaders, economic development organizations, etc.) indicate that the workforce demand is in decline and will remain in decline for at least 1 year.

- While the length of training supported by the Board's federal funds shall not be longer than 2 years according to state policy, the Board recognizes that other forms of funding assistance may be available. As a result, the Board shall not limit the Regional TOL to only those occupations where the training length is less than 2 years.

PROCESS TO REQUEST THE ADDITION OF AN OCCUPATION

If an occupation is already on the 2015-2016 Regional Targeted Occupations List no action is needed. See www.careersourcepinellas.com for the current Regional TOL. If an occupation is not on the Regional TOL, an approved training vendor, other local education agency, economic development agency, business association, area business or other interested party may send a letter on the organization's or business' letterhead requesting the addition of a specific occupation and providing contact information of a representative that can answer questions about the request.

Letters must include the following information:

1. When requesting the addition of an occupation, the organization or business must use Standard Occupational Classification (SOC) titles and codes to identify the occupation(s).
2. The number of projected full-time, permanent openings for the requested occupation for 1/1/2016 - 12/31/2017 and the projected average entry wage for these new employees. If any organization other than a local business is submitting this request, this projected data must be supported by letters from at least three local employers on their letterhead. If a business is making this request, the data must be supported by their own company projections and, if necessary, other additional employer projections supported by letters from the other companies.
3. If the supplied projections can be supported by other formal labor market information that should be provided as well to further reinforce the request.

If sufficient documentation is received, the request meets the minimum standards shown above, and no conflicting information is identified, staff will make a recommendation to the Workforce Solutions Committee at their next meeting and this Committee will make a recommendation to the Board for approval. Letters received by November 7, 2016 will be processed for submission at the November committee meeting. Letters received after

that date will be processed for submission at the February committee meeting. Letters may be emailed, mailed, or hand-delivered to:

CareerSource Pinellas

Attn: Dominique Vankirk

13805 58th Street N., Ste.2-140, Clearwater, FL 33760

Email to: dvankirk@careersourcepinellas.com

Please direct questions to Dominique Vankirk at this same email address.

For more information and to assist you in providing your input, we have provided links to the following documents:

- [Copy of 2016-2017 R14 RTOL WIA A+ WIA DW](#)
- [Copy of 2016-2017 R14 RTOL WIA Y+ TAA+WTP](#)
- [Copy of Occupational Projections R14 and State 2013-2021](#)
- [Standard Occupational Classification \(SOC\) Definitions](#)