



**GREEN COUNTRY WORKFORCE  
DEVELOPMENT BOARD**

14002 E. 21<sup>st</sup> St.  
Suite 825  
Tulsa, OK 74134

## **Workforce Innovation and Opportunity Act**

### **Demand Occupations Policy**

A handwritten signature in blue ink, appearing to read "Delaney Ray", is written over a horizontal line.

Chair, Green Country Workforce Development Board

A handwritten date "12/8/22" in blue ink is written over a horizontal line.

Date

No individual in the United States may, on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, on the basis of citizenship or participation in any WIOA Title I-financially assisted program or activity, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any WIOA Title I-financially assisted program or activity.



A proud partner of the **AmericanJobCenter** network

"Equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities."

**Purpose**

To provide guidance and make a determination of the occupations that have a substantial current or potential impact on the economy of Green Country.

**Effective Date**

**GCWDB Approved 12.08.2022**

**\* This document shall supersede and replace all prior versions and understandings, oral or written, of the Priority of Policy.**

**NOTE:** All GCWDB Policies and attachments are available for download at:

<https://www.greencountryworks.org/resources/policy-research-best-practices/>

**Policy**

The authority to make this determination is explicitly stated in Section 3(23)(B) of WIOA as, the determination of whether an industry sector or occupation is in demand shall be made by GCWDB using State and regional business and labor market projections, including the use of labor market information.

The Green Country Workforce Development Area (GCWDA) encompasses an 11-county region in Green Country including:

<b>Adair</b>	<b>McIntosh</b>	<b>Osage</b>	<b>Tulsa</b>
<b>Cherokee</b>	<b>Muskogee</b>	<b>Pawnee</b>	<b>Wagoner</b>
<b>Creek</b>	<b>Okmulgee</b>	<b>Sequoyah</b>	

Demand occupations have been determined based on job opening data collected using the following resources:

- Oklahoma Employment Security Commission (OESC),
- Oklahoma Office of Workforce Development (OOWD) Workforce Area Briefing,
- Other data collecting tools such as Economic Modeling Specialists, Inc. (EMSI),
- And by incorporating employment trend data and review of current WIOA approved Eligible Training Providers.

In addition to the specific skills needed for each position, local employers and the workforce development board have determined that job readiness and other “soft skills training” will be necessary in order to reduce employee turnover and associated training costs. Job readiness and other soft skills training, regardless of the necessity, are not approved occupations/skills trainings for development of an Individual Training Account. These skills must be attained via a Green Country Works Center or other appropriate partner.

The GCWDB has chosen to approve occupational codes/job families within the targeted industry clusters as identified by OESC, OOWD, GCWDB and EMSI. Job families are groups of occupations based upon work performed, skills, education, training and credentials, for example: 53-3032.00 Heavy and Tractor-Trailer Truck Drivers job family code is “53”.

- (11-) Management Occupations
- (13-) Business and Financial Operations Occupations
- (15-) Computer and Mathematical Occupations
  - **Excluding** - 15-1255.01 Video Game Designers
- (17-) Architecture and Engineering Occupations
- (19-) Life, Physical and Social Science Occupations
- (21-) Community and Social Services Occupations
- (23-) Legal Occupations
  - **Including only** - 23-2011.00 Paralegals and Legal Assistants
- (25-) Education, Training, and Library Occupations
- (27-) Arts, Design, Entertainment, Sports, and Media
  - **Including only** 27-3092.00 - Court Reporters and Simultaneous Captioners
- (29-) Healthcare Practitioners and Technical Occupations
- (31-) Healthcare Support Occupations
  - **Excluding** 31-9011.00 – Massage Therapists
- (33-) Protective Services Occupations
- (35-) Food Preparation and Serving Occupations
  - **Including only**
    - 35-1011.00 - Chefs and Head Cooks
    - 35-1012.00 - First-Line Supervisors of Food Preparation and Serving Workers
- (41-) Sales and Related Occupations
- (43-) Office and Administrative Support Occupations
- (45-) Farming, Fishing, and Forestry Occupations
- (47-) Construction and Extraction Occupations
- (49-) Installation, Maintenance, and Repair Occupations
- (51-) Production Occupations
- (53-) Transportation and Material Moving Occupations

The O\*NET occupational codes begin with a two-digit number, which coincides with the above approved list. Therefore, all occupations that have a two-digit code from the above list are approved as a demand occupation with exception of specific exclusions and inclusions as noted. Detailed information may be found at <https://www.onetonline.org/>

### Prohibited Industry

In accordance with federal law, WIOA funds **MAY NOT** be used to support the marijuana industry including directly or indirectly, but not limited to use, possession, growth or distribution of marijuana. Additionally, medical marijuana facility occupations ARE NOT occupations in which a local area can place an individual.

### Authorization for Clarifications and Additions

GCWDB authorizes the GCWDB Executive Director to issue additional instructions, guidance, approvals and/or forms to further implement requirements of this policy, without making substantive change to the policy except in situations where new or updated State and Federal guidance is issued.

## History

- Replaces GCWDB P-0400100, Demand Occupations and Skills Policy, previously GCWDB approved and effective: 04.15.2021
- GCWDB Approved and Effective 12.08.2022

## References

- Workforce Innovation and Opportunity Act (WIOA) of 2014 Section 3(23)(B)

## Attachments

**Attachment A:** GCWDB Demand Occupations O\*Net Codes **Effective 12.08.2022**

**Attachment ZZ:** Vital Service and Information Notice

**NOTE:** All GCWDB Policies and attachments are available for download at:

<https://www.greencountryworks.org/resources/policy-research-best-practices/>



## Demand Occupation O\*Net Codes

- (11-) Management Occupations
- (13-) Business and Financial Operations Occupations
- (15-) Computer and Mathematical Occupations
  - Excluding: 15-1255.01 Video Game Designers*
- (17-) Architecture and Engineering Occupations
- (19-) Life, Physical and Social Science Occupations
- (21-) Community and Social Services Occupations
- (23-) Legal Occupations
  - Including only: 23-2011.00 Paralegals and Legal Assistants*
- (25-) Education, Training, and Library Occupations
- (27-) Arts, Design, Entertainment, Sports, and Media
  - Including only: 27-3092.00 Court Reporters and Simultaneous Captioners*
- (29-) Healthcare Practitioners & Technical Occupations
- (31-) Healthcare Support Occupations
  - Excluding 31-9011.00 – Massage Therapists*
- (33-) Protective Services Occupations
- (35-) Food Preparation and Serving Occupations
  - Including only: 35-1011.00 - Chefs and Head Cooks and 35-1012.00 - First-Line Supervisors of Food Preparation and Serving Workers*
- (41-) Sales and Related Occupations
- (43-) Office and Administrative Support Occupations
- (45-) Farming, Fishing, and Forestry Occupations
- (47-) Construction and Extraction Occupations
- (49-) Installation, Maintenance and Repair Occupations
- (51-) Production Occupations
- (53-) Transportation and Material Moving Occupations
  - Will be Reviewed April 2023*

**Green Country Workforce Development Board****Vital Service and Information Notice**

Pursuant to 29 CFR 38.9(g)(3), the following notice is given:

This document contains vital service information.

**For people with speech or hearing loss:**

To enable telephone conversation between people with speech or hearing loss and people without speech or hearing loss, please call Oklahoma Relay at 711-(<http://www.oklahomarelay.com/711.html>) or TDD/TTY: 800-722-0353.

**If English is not your preferred language, please contact:**

Equal Opportunity (EO) Officers

Local EO Officer

Michael Branan

Green Country Workforce Development Board, 14002 E. 21st, Suite 825, Tulsa, OK 74134

918-351-9917

[eo@greencountryworks.org](mailto:eo@greencountryworks.org)

State EO Officer

Karla Jackson

Oklahoma Office of Workforce Development, 900 N. Stiles Ave., Oklahoma City, OK 73104

405.208.9620

[eoofficer@okcommerce.gov](mailto:eoofficer@okcommerce.gov)

**Notice in English**

---

IMPORTANT! This document contains important information about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call (918) 351-9917 for assistance in the translation and understanding of the information in this document.

**Notice in Marshallese**

---

MEĻĻĻ KO RELUKKUN AORŌK! Ilo pepa kein epād kōmeļeļe ko elap aer aorōk ikkijen jīmwe, eddo im marōn ko am. Ellukun aorōk bwe kwōn jelā im meļeļe kōn kōmeļeļe kein. Kim naj jipañ eok kōn meļeļe kein ilo ukook ak kajin eo kwōj kōnaan, im ejjelok wōnāān (free). Kūr tok nōmba in talpoon in (918) 351-9917 ñan jipañ ko ikkijen ukook in kōmeļeļe ko ilo pepa kein

**Notice in Spanish**

---

¡IMPORTANTE! Este document contiene información sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo para usted. Llame al (918) 351-9917 para pedir asistencia en traducir y entender la información en este documento.



Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.

A proud partner of the  
**americanjobcenter**  
network