



Administrative Policy

**POLICY
NUMBER
82**

Title:	Local Targeted Occupations List Requirements
Program:	Workforce Innovation and Opportunity Act
Adopted:	February 5, 2014
Updated:	June 18, 2018

I. PURPOSE

The purpose of this policy is to provide Local Workforce Development Boards (LWDBs) the Local Targeted Occupations List requirements and process.

II. BACKGROUND

On November 7, 2013, the CareerSource Florida Board of Directors approved a Local Targeted Occupations List (TOL) process and transferred the identification and selection of occupations relevant to local areas. This process was adopted to promote greater strategic business and industry involvement in resource allocation, target training funds for workers needing improved employment and earning opportunities, and to better and more expeditiously serve employers in industry sectors lacking skilled workers.

The TOL is required to develop strategies to target high-growth and emerging occupations that are critical to the local economy. With occupations identified and listed for their area, LWDBs can direct training resources for occupations in demand to assist job seekers, as well as local area workers seeking better employment and higher-earning opportunities. The improved TOL process enhances collaboration between each LWDB and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

Revision History

This policy updates and replaces FG OSPS 82 - Regional Targeted Occupations List Process, February 5, 2014.

III. AUTHORITY

WIOA Public Law 113-128 Sections [3\(23\)\(B\)](#) and [134\(c\)\(3\)\(G\)\(iii\)](#)
Florida Statutes, Section [1003.492 \(2\)\(b\)](#); and Section [445.004\(6\)](#)
Action Item 1 [WFI BOD 11-07-2013 Agenda Packet](#)

IV. POLICIES AND PROCEDURES

The Florida Department of Economic Opportunity (DEO), Bureau of Labor Market Statistics (LMS) publishes, on an annual basis, Florida's statewide demand occupations list and 24 local area demand occupations lists of high growth/high wage occupations. The LWDBs use the lists, along with other resources, to develop their own Local Targeted Occupations Lists.

To develop their TOLs, LWDBs should:

- Use the statewide and regional Demand Occupations Lists published by LMS as a starting point.
- Solicit the input of business and industry representatives in their area regarding the need to add occupations to or remove occupations from these lists.
- Use additional labor market resources available to assist with developing local TOLs.
- Add additional occupations to their lists beyond what is on the LMS list, as needed, based on local demand.

Application of TOL to Different Forms of WIOA Training

The requirements in this Administrative Policy do not apply to on-the-job training (OJT), customized training, transitional jobs, incumbent worker training, and entrepreneurship training.

Local Workforce Development Board Local Plan

Each LWDB shall revise, as needed, its local plan to incorporate and describe the following:

- The strategies the LWDB will employ in establishing its local policies to build a skilled workforce around the targeted occupational and industry areas, including the level(s) of training subsidy issued to participants through Individual Training Accounts (ITAs).
- The occupations being targeted and how they align with Florida's targeted and infrastructure industries and their local economic development priorities.¹

¹ LWDBs do not need to revise their local plans if these elements are already addressed. However, if the LWDB's current local plan conflicts with this policy, the local plan will need to be revised to comply the policy.

- How employers and industry associations will provide active feedback in the development of the TOL and how the local area will work with employers on any changes to the local list.
- How the occupational areas in the local area align with each of the educational programs. LWDBs must identify the appropriate Standard Occupational Classification (SOC) code for each occupational area, using the Classification of Instructional Program (CIP) to SOC [crosswalk](#). The SOC code will be assigned based on the program title and occupational title as reflected in the crosswalk. If there are gaps or misalignments between occupational areas and available training programs, the local area must identify appropriate sector strategy solutions.
- How the targeted occupational areas will support the LWDB's employment and earnings projected outcomes.

Additional Requirements

- Local policies must provide priority for training that is linked to job openings for businesses in Florida's targeted and infrastructure industries and local economic development priorities.
- All training is limited to two years in duration and must lead to the attainment of industry-recognized certificate or certification, an associate's degree or a bachelor's degree². The two-year duration is not required to be consecutive.
- LWDBs must make available to the public information regarding the process implemented in producing the TOL. LWDBs shall publish their updated TOLs on their websites and submit to DEO a link to their updated TOLs by June 30th of each year.
- LWDBs must update their TOL when occupations are added or deleted, or when there is a change in demand for occupations.

V. DEFINITIONS

- Classification of Instructional Program (CIP) – is a classification instrument used to group academic disciplines at institutions of higher education in the United States and Canada (National Center for Education Statistics (NCES)).
- Standard Occupational Classification (SOC) – is a listing of all occupations in the economy, including private, public, and military occupations, in order to provide a means to compare occupational data produced for statistical purposes across agencies. It is designed to reflect the current occupational work structure in the U.S. and to cover all occupations in which work is performed for pay or profit.

VI. RESOURCES

- [CareerSource Florida Strategic Policy](#)
- [National Center for Education Statistics \(NCES\)](#) - Classification of Instructional Programs

² CareerSource Florida Board of Directors Meeting, Agenda [Packet](#) and [Action Item 1](#).