



**Division of Workforce Services  
One Stop and Program Support  
Final Guidance**

FG OSPS-82

<b>TITLE:</b>	Regional Targeted Occupations List Process
<b>RESPONSIBLE OFFICE:</b>	Division of Workforce Services, Bureau of One-Stop and Program Support
<b>EFFECTIVE:</b>	February 5, 2014

**I. PURPOSE/SCOPE**

To inform Regional Workforce Boards (RWBs) of the new Regional Targeted Occupations List process.

**II. SUMMARY/INTRODUCTION**

Pursuant to the Workforce Investment Act of 1998 (WIA), WIA funds “shall be used to provide training services to adults and dislocated workers... who select programs of training services that are directly linked to the employment opportunities in the local area involved or in another area in which the... workers receiving such services are willing to relocate.” WIA § 134(d)(4).

On November 7, 2013, the Workforce Florida, Inc. Board of Directors approved a new Regional Targeted Occupations List (RTOL) process. This new process was adopted to promote more strategic business and industry involvement in resource allocation, better 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.

**III. AUTHORITY**

WIA, section 134(d)(4); 20 CFR 663.310(c); sections 216.136(7)(2), 445.004(6)(a), 445.005(6)(e), 1008.43, Florida Statutes; Action Item 1 [WFI BOD 11-07-2013 Agenda Packet](#).

## IV. PROCEDURES/POLICY

### Development of Regional Targeted Occupations Lists

The Florida Workforce Estimating Conference (WEC) holds meetings semi-annually during which decisions are made on criteria that will be used to define high skill/high wage occupations and to establish and approve a statewide Demand Occupations List. The Department of Economic Opportunity (DEO) Bureau of Labor Market Statistics (LMS) produces industry and occupational employment predictions along with occupational wage estimates for Florida and each of the 24 Workforce Regions. LMS presents the results of the latest statewide employment forecast at the August WEC meeting along with a statewide Demand Occupations List based on the previous year's wage criteria adjusted by the U.S. Bureau of Labor Statistics' Employment Cost Index. The statewide Demand Occupations List identifies the labor market needs of Florida's business community and encourages job training based on those needs, with emphasis on jobs that are both high demand and high skill/high wage, and is used as a baseline for establishing RTOLs. Subsequently, DEO releases the statewide Demand Occupations List as well as regional Demand Occupations Lists and sends an announcement to Workforce Florida, Inc. and the RWBs.

To develop their RTOLs, RWBs should take the following steps:

1. Use the statewide and regional Demand Occupations Lists as a starting point.
2. Solicit the input of business and industry representatives in their area regarding the need to add occupations to or remove occupations from these lists.
3. Use additional resources such as The Conference Board's [Help Wanted Online Lists \(HWOL\)](#) and Supply/Demand lists, Economic Modeling Specialists Intl. (EMSI), and any other labor market resources available to them.

### Application of RTOL to Different Forms of WIA Training

The requirements in this Guidance do not apply to On-the-Job Training (OJT), Customized Training, and Incumbent Worker Training offered under a waiver from the U.S. Department of Labor. Similarly, entrepreneurship training need not be tied to occupations on the RTOL.

### Regional Workforce Board Strategic and Operating Plan

Each RWB shall revise, as needed<sup>1</sup>, its Regional Workforce Board Strategic and Operating Plan (local plan) to incorporate and describe the following:

- The strategies the RWB will employ in establishing its local or regional 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.
- How employers and industry associations will provide active feedback in the development of the RTOL and how, on a quarterly basis, the region will work with employers on any changes to said list.

---

<sup>1</sup> RWBs do not need to revise their local plans if these elements are already addressed. However, to the extent that an RWB's current local plan conflicts with these requirements, it needs to be revised.

- The educational programs in the region aligned with each of the occupational areas. To that end, RWBs will use the CIP to SOC crosswalk developed by the Florida Department of Education. (CIP = Classification of Instructional Program; SOC = Standard Occupational Classification.) If there are gaps or misalignment, remedies need to be identified.
- How the targeted occupational areas will support the RWB'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 the attainment of industry-recognized certificates or certifications, an associate's degree or a bachelor's degree.

**Transparency Requirements:**

- RWBs must make available to the public information regarding the process implemented in producing the RTOL. RWBs shall publish their updated RTOLs on their websites and update them as they make changes, and will submit to DEO their updated RTOLs on an annual basis.

**V. IMPLEMENTATION/TRANSITION TIMETABLE**

RWBs may immediately begin to add occupations to or delete occupations from their current 2013-2014 local Targeted Occupations Lists based on this guidance. The following dates apply to tasks that RWBs must achieve and the due date for completion of those tasks required in implementing this new guidance.

**February 28, 2014** – RWBs will submit to DEO revisions to their regional plans in response to these requirements. If an RWB cannot meet this deadline, it must notify DEO of the planned completion date. In any event, the plan revisions should be in effect prior to the start of the new program year.

**April 30, 2014** – RWBs will post (revised) 2013-2014 RTOLs on their websites and submit their (revised) RTOLs to DEO and WFI.

**RTOL Updates** – It will be up to each RWB to determine the methodology and schedule for its quarterly and annual updates.

**Submission of Annual Updates** – Annual updates are due to DEO and WFI no later than July 1<sup>st</sup>.