

## 5213PRO Occupation In-Demand

Effective Date: August 2019

Last Modified: January 2021

The Occupations In-Demand list is published annually by the Washington State Employment Security Department Labor Market and Economic Analysis (LMEA) Division. WIOA Specialists use the Occupations In-Demand list to assist WIOA participants with training in industry sectors that need skilled employees. To provide WIOA approved training funds to WIOA participants, the training must be linked to in-demand industry sectors or occupations in the local area. Coupled with [LMI Occupational In-Demand Procedure](#) and this Olympic Workforce Development Council (OWDC) procedure details the process to update occupation in-demand listing.

### **TARGET:** Balanced or In-Demand occupation updated to In-Demand.

- |  |  |
|--|--|
| <i>Case Manager</i>                            | <ol style="list-style-type: none"><li>1. Works with participants to create an Individual Participate Plan to find meaningful employment.</li><li>2. Reviews In-Demand Occupations list and verifies training and participant occupation goal are aligned.</li><li>3. <u>If</u> an occupation is listed as Balanced or In-Demand, reviews job listing and other workforce information within occupational goal to verify there are positions in the county and the occupation is in-demand.</li></ol>   |
| <i>Program Manager</i>                         | <ol style="list-style-type: none"><li>2. Contacts Program Manager to discuss balanced or in-decline occupation.</li><li>3. Reviews LMEA and LMI occupations for the county area. Additional documentation research through WorkSourceWA and Indeed job search to prove occupation is in demand.<br/><u>If Kitsap</u>, contact fellow WIOA Program Management subrecipient to discuss occupation and submitting proposal to change to in-demand.</li></ol>  |
| <i>Program Manager</i><br><i>OWDC Director</i> | <ol style="list-style-type: none"><li>4. Submits proposal to the OWDC Director.</li><li>5. Verifies proposed occupation LMEA information.<br/><u>Either</u></li><li>6. Communicates with original program manager that the occupation is not in-demand as this time. End of procedure.<br/><u>OR</u> sends out communication to all WDA1 program managers working in the county who will be impacted, detailing a three (3) day period to contest proposed change.</li><li>7. If approved by program managers, the OWDC Director will submit the proposal to LMI.</li><li>8. Once received confirmation of change from LMI, communicates to area program managers of update.</li></ol> |
| <i>Program Manager</i><br><i>Case Manager</i>  | <ol style="list-style-type: none"><li>9. Communicates to staff update of in-demand occupation.</li><li>10. Prints out or saves digitally in-demand occupation.</li><li>11. Uploads to participants case manager system account.</li><li>12. Case notes the change in corresponding service.</li></ol>  |

1. In the case where an occupation listed as In-Demand and should be updated to reflect a Balanced or Not In-Demand Occupation, the proceeding process is applicable.
2. In the event of a disagreement about specific changes arises the OWDC Director will make the final recommendation.

### **REFERENCES**

Individual Training Accounts, [Workforce Innovation and Opportunity Act Policy 5601 \(Rev2\)](#)  
Occupations In-Demand (OID), [Labor Market Info: Learn about an Occupation.](#)