

**Board Policy Issuance**

**POLICY NUMBER:**  
CEW01-201805

<b>Policy Name:</b> Development and Maintenance of the Annual Target Occupations List	<b>Description:</b> Selection criteria for determining annual target occupations.
<b>Date of Approval:</b> May 22, 2018	<b>Revision History:</b> Previous Policy Number TP-11-01-02
<b>Effective Date:</b> May 23, 2018	<b>Scheduled for Review:</b> May 23, 2022
<b>Policy Topic:</b> WIOA	<b>Administering Department:</b> Policy, Planning, and Public Affairs

**DEFINITIONS:**

**Career Pathway Occupation:** Occupations which provide varying experience levels to gain the skill sets necessary working progressively toward the Target Occupation.

**Target Occupation:** In-demand occupation which meet the following minimum conditions:

- Offer a training or educational component that is related to the occupation and results in a credential or certificate;
- Result in occupational wages that meet a Board’s self-sufficiency requirements; and
- Have a substantial number of openings due to job growth rather than openings due to job turnover.

**POLICY STATEMENT:**

Workforce Solutions for North Central Texas (WSNCT) develops an annual Target Occupations List (TOL). The TOL identifies high-growth, high-demand, and emerging occupations critical to the regional economy. Occupations are reviewed and selected based on economic indicators and local wisdom.

The TOL should include 20-25 Target Occupations, and can include appropriate Career Pathway Occupations (CPO). The WSNCT Board must approve the annual TOL, and any subsequent changes throughout the year; changes to CPOs are at the discretion of Board staff. The annual Target Occupations List, or any revisions to the list, must be emailed to [Board.Plans@twc.state.tx.us](mailto:Board.Plans@twc.state.tx.us).

The current TOL with CPOs must be available on the Board website.

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## **Development of the Target Occupation List**

The Development of the Target Occupations List and Career Pathway Occupations should include a review of the following criteria:

- Total current supply;
- Replacement, growth, and total demand;
- Historical and projected growth compared to regional; state and national rates;
- Annual wages;
- Unemployment rate compared to regional, state, and national rates;
- Job Postings;
- Typical education-level required;
- Industry Career Pathway maps; and
- Local wisdom, including input from Board members and partner entities.

The Target Occupation List and Career Pathway Occupations must be reviewed by educational and employer partners, and the Strategic Leadership Committee prior to going to the Board for approval. Specific selection criteria used must be identified.

## **Selection of Annual Wage Benchmark**

Using the online Massachusetts Institute of Technology (MIT) Living Wage Calculator, the highest living wage of all WSNCT counties for the “2 (two) working adults and 1 (one)” child family size cohort will be selected as the annual wage benchmark. The MIT calculator is used due to its annual review of comprehensive considerations for typical expenses (food, child care, medical housing, transportation, etc.). The family size cohort is based on the WSNCT average household size of approximately 3 (three) and selection of the lowest wage option of a family of 3 (three) being 2 (two) working adults and 1 (one) child.

## **Revisions to the Target and Career Pathway Occupations**

Employers, training providers, and/or job seekers may request review for addition of an occupation to amend the Target Occupations List or Career Pathways. Any such request received must include the occupation name and corresponding Standard Occupation Classification (SOC) code for review by Board staff. Any other supporting documentation, such as placement numbers for that particular occupation, may be included.

Board staff will review the proposed occupation using the specific selection criteria, as identified above, of the respective year. Once Board staff makes a decision, the requesting entity will be notified in writing.

[The Criteria for Approval, Withdrawal, and Denial of WIOA Eligible Training Provider Applications](#) Board policy details additional training provider information, including the Eligible Training Provider Dispute Resolution Process.

## **ACTIONS REQUIRED:**

The Workforce Center Contractor staff shall promote the Targeted Occupations list to job seekers. Workforce Center Contractor staff will inform employers, training providers, and/or job seekers inquiring about changes to the Target Occupations List to send the required information to Board’s Eligible Training Provider Representative.

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**RELATED POLICIES/RESOURCES:**

Texas Workforce Commission, WD Letter 22-16, Change 1: "Local Workforce Development Board Planning Guidelines for Program Years 2017–2020—Update."

**INQUIRIES:**

Please contact [policy@dfwjobs.com](mailto:policy@dfwjobs.com)

*Roger D. Harris*

Roger D. Harris (May 23, 2018)

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**Approved by**

Roger Harris  
Board Chair  
Workforce Solutions for North Central Texas

*Debra L. Kosarek*

Debra L. Kosarek (May 26, 2018)

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**Reviewed by**

Debra Kosarek  
Sr. Program Manager, Compliance and  
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