



## ADMINISTRATIVE BULLETIN NO. 12A

TO: WIA ADULT CONTRACTING AGENCIES  
SUBJECT: LIST OF QUALIFYING OCCUPATIONS POLICY  
EFFECTIVE DATE: JULY 1, 2009

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### I. BACKGROUND

Local Workforce Development Councils, in cooperation with the Labor Market Information Division of Employment Security, are required by law (Senate-House Bill 3077) to identify occupations and skill sets within their local areas for which demand is increasing or declining.

Once identified, these occupations will comprise the List of Qualifying Occupations (LQO) that becomes the foundation for

- Strategic planning at the Workforce Council.
- Eligibility for training benefits under the Workforce Investment Act, Unemployment Insurance, WorkFirst, and Commissioner-Approved Training.
- Supporting competitive grant applications by partner organizations.

### II. PURPOSE

This policy sets the process by which the South Central Workforce Council (WDC) will develop and maintain a list of occupations and skill sets that are in demand or decline in the South Central region.

### III. POLICY

#### A. Creation and Maintenance of the List

The Employment Security Department maintains a list of occupations and skill sets (Occupations in Demand/Decline) identifying those for which demand is growing, those that are in decline and those for which demand is balanced/neutral (where supply of workers and job openings is predicted to be approximately equal). This list is to be updated annually or more often as needed through the Workforce Explorer website at <http://www.workforceexplorer.com>.

Local Labor Market Specialist, designated by the Executive Director of the South Central Workforce Council (WDC), shall maintain a list of occupations and skill sets (List of Qualifying Occupations) identifying those for which demand is growing, those that are in decline and those for which demand is balanced/neutral (where supply of workers and job openings is predicted to be approximately equal). This list is to be updated annually or more often as needed, and shall be approved by the WDC.

All available labor market information will be used in the development and maintenance of the Occupations in Demand/Decline. Sources of this information include but are not limited to:

- Washington State information sources at LMEA, UI, and WILMA
- Skills gap analysis studies, such as those developed under the recent grant programs for Agriculture/Food Processing and for Metals, Woods, and Plastics.
- Input from the Regional Economist for LMEA in this area.
- Input from recognized employment and training organizations that are experienced in placing job seekers in the local labor market.
- Input from local and state Employment Security offices experienced in the development of job openings and announcements

- Local offices of national employment service
- Economic Development Councils in the counties of the region
- Local Chambers of Commerce
- Placement information from local training providers
- Employment information (placements and projected openings) from local businesses and labor organizations

In addition to an annual review, several kinds of events may prompt a revision to the LQO.

- WARN-level or significant layoffs or plant closures
- Plant re-openings
- A “User Alert” from LMEA notifying of a significant change in local economy
- New business openings or significant growth of an existing business.
- Requests for exceptions to the List of Qualifying Occupations that point to a possible change in demand (see below).

## B. Exceptions to the List

Individuals who are seeking training for specific occupations may request exceptions to the List of Qualifying Occupations. The Local Labor Market Specialist will review such requests on an individual case-by-case basis.

### Procedure for Exception Request

- Request must come to the Local Labor Market Specialist from the requesting service provider’s administrator in writing.
- Request must state the occupation in question and be accompanied by supporting documentation. All documentation must be verifiable.

### Examples of criteria for approving exceptions

- Verifiable evidence of a bona fide employment opportunity upon successful completion of training.
- Documentation of current high placement rates by a training provider
- Occupations not listed by LMEA for which employment opportunities can be documented to exist.
- An occupation for which demand is present but too small to be considered for a mid-year update to the LQO.
- The LMEA List of Qualifying Occupations will identify demand by occupational cluster. There may be individual occupations within a declining or neutral cluster that can be established to be in increasing demand.
- Other evidence to support the employability of the participant after training, such as training plan, labor market information, employer contacts, etc.

The Local Labor Market Specialist will notify the requesting agency in writing of his/her approval/disapproval. Decisions on exceptions to the list by the Local Labor Market Specialist shall be final. All exceptions will be reported to the WDC.

It should be noted that the South Central Workforce Council maintains and approves exceptions to the List of Qualifying Occupations. The Council also administers WIA funded programs within its area. The Council does not make decisions to approve or disapprove training and training benefits for programs not under its jurisdiction.

The List of Qualifying Occupations will be posted on the Washington State Eligible Training Provider List at <http://www.careerbridge.wa.gov/>.