

**Board Policy Issuance**

**POLICY NUMBER:**  
CEW01-201805-01

<b>Policy Name:</b> Development and Maintenance of the Target Occupations List	<b>Description:</b> Selection criteria for determining the target occupations.
<b>Date of Approval:</b> May 19, 2020	<b>Revision History:</b>
<b>Effective Date:</b> May 19, 2020	<b>Scheduled for Review:</b> May 19, 2024
<b>Policy Topic:</b> WIOA	<b>Administering Department:</b> Policy, Planning, and Public Affairs

**DEFINITIONS:**

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

- Offer a training or educational component that is related to the occupation and results in a credential or certificate;
- Results in occupational wages that meet our Board's self-sufficiency requirements; and
- Has 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 the Target Occupations List (TOL) to identify high-growth and high-demand occupations that are critical to the regional economy. Occupations are reviewed and selected based on economic indicators and local wisdom.

The WSNCT Board must approve the TOL biannually and reserves the right to make subsequent changes between formal reviews. Consideration will be given to the effects of significant economic disruptions on the labor market.

The approved TOL, and any subsequent revisions, must be emailed to [Board.Plans@twc.state.tx.us](mailto:Board.Plans@twc.state.tx.us). Additionally, the most current TOL must be made available on the Board's website.

## Development of the Target Occupation List

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

- Total current supply of jobs;
- Growth and total demand;
- Historical and growth
- Annual wages;
- Unemployment rate
- Typical education-level required;
- Local wisdom, including input from Board members and partner entities.

The TOL will be provided to educational, economic development, career seekers, and employer partners. Such partners may request the addition or removal of an occupation to amend the proposed TOL. Any request received must include the occupation name, corresponding Standard Occupation (SOC) code, and supporting documentation, such as letters from employers, and quantitative information supporting the labor market need for the stated occupation.

### ACTIONS REQUIRED:


Board staff will adhere to the development criteria outlined in this policy. The Workforce Center Contractor staff shall promote the Targeted Occupations List to career seekers. WSNCT and Workforce Center Contractor staff will inform employers, training providers, and/or career seekers inquiring about changes to the Target Occupations List to send the required information to Board's Research Analyst and Planner.

### RELATED POLICIES/RESOURCES:

Texas Workforce Commission, WD 19-18 Local Workforce Development Board Planning Guidelines for Program Years 2017–2020—Update

### INQUIRIES:

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



#### Approved by

Roger Harris  
Board Chair  
Workforce Solutions for North Central Texas



#### Reviewed by

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