POLICY

SECTION: WIOA & Welfare Transitional	POLICY#018-C0043	PAGE: 1 of 3
TITLE: Targeted Occupations List (TOL) and Regional Targeted Occupation List (RTOL)	EFFECTIVE DATE: 1.22.2020	
REPLACES: N/A	DATED: N/A	

DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF

PURPOSE: To establish guidelines for the development of CareerSource Tampa Bay's annual Targeted Occupation List and Regional Targeted Occupation List (RTOL).

BACKGROUND: On November 7, 2013, the CareerSource Florida (CSF) Board of Directors approved a local Targeted Occupations List (TOL) process and transferred the identification and selection of occupations relevant to local areas. This process was adopted to promote greater strategic business and industry involvement in resource allocation, 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. The Florida Department of Economic Opportunity (DEO), Bureau of Workforce Statistics and Economic Research publish annually Florida's statewide demand occupations list and 24 local area demand occupations lists of high growth/high wage occupations. Each local workforce development board is responsible to analyze their lists, along with other resources, and develop their annual Regional Targeted Occupations List (RTOL).

POLICY:

The TOL is required to develop strategies to target high-growth and emerging occupations that are critical to Hillsborough County's local economy. With occupations identified and listed for Hillsborough County, CSTB can direct training resources for occupations in demand to assist job seekers, as well as local Hillsborough County workers seeking better employment and higher-earning opportunities. The improved TOL process enhances collaboration between CSTB and its stakeholders, resulting in a skilled workforce responsive to industry talent needs.

As outlined in CSF Administrative Policy 082, CSTB is required to develop its own local TOL, in consultation with local business and industry representatives, using the Bureau of Workforce Statistics and Economic Research generated Demand Occupations Lists, as well as including additional occupations to their lists that are based on local demand. 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 in high demand and high skill/high wage, and is used as a baseline for establishing the local TOL, which is referred to as the RTOL.

To develop its own RTOL, CSTB may utilize the following, but not limited to:

- Use the statewide and regional Demand Occupations Lists published by DEO, Bureau of Workforce Statistics and Economic Research as a starting point,
- Solicit the input of business and industry representatives in their area regarding the need to add occupations to or remove occupations from these lists,
- Use additional labor market resources available to assist with developing local RTOL, and
- Add additional occupations to their lists beyond what is on DEO Bureau of Workforce Statistics and Economic Research list, as needed, based on local demand.
- Consult with CSTB Board members to gauge their input on demand occupational areas and identify new and emerging occupations for inclusion.

CSTB develops and uses their RTOL to identify occupations for which eligible adults and dislocated workers may receive training assistance under the Workforce Innovation and Opportunity Act (WIOA). WIOA funded training includes occupational skills training through individual training accounts (ITA's), and Work Based Learning training such as On-the-Job (OJT) training and Paid Work Experience (PWE).

CSTB may update their RTOL when occupations are deleted or added. In addition, CSTB may add or delete occupations to its current RTOL based on the demand of local employers. This process and revised Regional Targeted Occupations Lists do not require approval by CSF. CSTB must make available to the public, information regarding the process implemented in producing its RTOL. CSTB shall publish their updated RTOL on the CSTB website and submit to DEO a link of the updated RTOL by June 30th of each year.

CSTB's Director of MIS and Data Services conducts a thorough analysis on an annual basis of the new Region15 updated Regional Demand Occupations List for Hillsborough County against the prior version of the Regional Target Occupational List (RTOL). We identify new occupational areas that have been added, occupational areas that have been dropped and provide LMI information to the board to support need. The RTOL is color-coded to easily identify new programs and programs DEO has recommended for removal. The analysis is reviewed by the Workforce Solutions Committee, then by the Executive Committee and then by the Board of Directors. Board member recommendations along with employers and training providers are considered for expansion of the RTOL list. In some cases additional LMI information may be warranted.

Once the Board approves the annual RTOL, CSTB staff notifies DEO, CSTB staff, approved training vendors and the updated RTOL is published on the CSTB website. The Board can opt to review the RTOL throughout the program year (PY) and make additional edits to add occupational areas as warranted. Anytime the RTOL is changed and approved by the Board, CSTB staff will be required to go through the required notification channels outlined above.

References:

- CSF Administrative Policy #082: Local Targeted Occupations List Requirements
  http://www.floridajobs.org/docs/default-source/lwdb-resources/policy-and-guidance/guidance-papers/2018-guidance-papers/adminpol082_tol_2018.pdf?sfvrsn=2
- WIOA Public Law 113-128 Sections 3(23)(B) and 134(c)(3)(G)(iii)
  https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf
- Florida Statutes, Section 1003.492 (2)(b); and Section 445.004(6)
  http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1003/Sections/1003.492.html

INQUIRIES: Any questions about this desk guide should be directed to the Chief Policy & Performance Officer, Director of MIS & Data Services or their designee.