



OCCUPATION IN DEMAND PROCEDURE

Procedure: 2010a

Effective Date: January 1, 2025

To ensure that investments in training lead job seekers to secure employment, wage progression, job retention, and self-sufficiency, subrecipients, contractors and others providing funds for training will use the Occupation in Demand (OID) List to prioritize training for occupations that are “in demand”.

This includes training requests and payments for the following:

- Office of Administrative Hearings
- Unemployment Insurance Funded Training Benefits
- Unemployment Insurance Commissioner Approved for Training
- WorkFirst Funded Training
- Workforce Innovation and Opportunity Act Title I Funded Training
- Any other training activities identified and funded by Workforce Snohomish

Workforce Snohomish staff will review and consider updating the OID list annually at a minimum. The process for updating the OID list is as follows:

- Each August Workforce Snohomish receives a draft occupation list from the Labor Economics and Econometric Analysis Unit of Employment Security Department.
- Workforce Snohomish staff will review the initial list and convene subrecipients, contractors, and local partners to review the initial OID list, the methodology used by the Labor Economics and Econometric Analysis Unit and process for appealing an occupation’s demand status on the list.
- Workforce Snohomish staff will update the list based on labor market data and input received from subrecipients, contractors, local partners, and the local Labor Market Economist in August.
- Any subrecipient, contractor, or partner may appeal the demand status of an occupation on the Workforce Snohomish OID list by submitting a request to the designated OID List contact or through an online submission form that is released each August. An appeal must provide a justification for the request which may include:
 - A compelling case to change an occupation’s demand status
 - Documentation from businesses that demonstrates the need to hire individuals trained in the specified occupation
- Appeals received after the initial August deadline will be reviewed by Workforce Snohomish and addressed within thirty days. Workforce Snohomish may request additional supporting information before determining its approval or disapproval.
- Any party filing an appeal will be invited to present the appeal to the authorized Workforce Snohomish staff within a reasonable time period, typically not to exceed 30 days. The authorized Workforce Snohomish staff, with leadership approval, will decide whether to make the change requested by the appeal.

Workforce Snohomish reserves the right to recommend and publish changes to the OID list at any time, based on changes in the local economy, such as mass layoffs. Such changes will be provided to sub-recipients, contractors and partners as soon as they are recommended. Subrecipients, contractors and partners will have the ability to appeal for any such changes, using the process identified above.