



OCCUPATION IN DEMAND PROCEDURE

Procedure: 2010

Effective Date: August 22, 2019

In order to better assure 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 (formerly known as Demand/Decline 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 June Workforce Snohomish receives a draft list from the Labor Market and Economic Analysis division of Employment Security.
- Workforce Snohomish staff will review the initial list and convene subrecipients, contractors, and local partners for their requested updates.
- Workforce Snohomish staff will update the list based on labor market data and input by subrecipients, contractors, local partners, and the local Labor Market Economist in July.
- Any sub-recipient, contractor, or partner may appeal Workforce Snohomish’s recommendation to identify a specific occupation as not in demand. An appeal must provide a justification for the request which may include:
 - A compelling case to change an occupation from “not in demand” to “in-demand.”

- Documentation from businesses that demonstrates the need to hire persons trained in the specified occupation.
- 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 any such changes, using the process identified above.