**PUBLIC NOTICE**

**Adding Occupations to the Regional Targeted Occupations List (RTOL)**

Southwest Florida Workforce Development Board, Inc. dba CareerSource Southwest Florida is soliciting input for the Regional Targeted Occupations List (RTOL) for Local Workforce Development Area (LWDA) 24 (Charlotte, Collier, Glades, Hendy and Lee counties) for the July 2020 – June 2021 program year.  The RTOL is used to determine which occupations are eligible for training reimbursement with Workforce Innovation and Opportunity Act (WIOA) and other workforce funds.  Training reimbursements are issued by Southwest Florida Workforce Development Board, Inc. through our CareerSource Southwest Florida centers to authorized training providers for the following three Education Levels; 1) post-secondary occupational training, 2) associate degree education and 3) bachelor degree education.  The RTOL is also used to determine the demand for specific occupations when writing proposals for grant funding.

The current process allows for the addition of occupations several times each year. **However, this particular solicitation is for the new program year and the RTOL contains revisions reflecting changes in the labor market.** If businesses feel there is local data to support the inclusion of additional occupations on our RTOL, then the criteria and process below may be utilized to make such requests.  The criteria are different depending on the Education Levels.

* Post-Secondary Adult Vocational Certificate/Diploma – Occupations that generally require completion of career and technical training. Some programs last only a few weeks while others may last more than a year. In some occupations, a license is needed that requires an examination after completion of the training.
  + Projected average entry-level hourly wage for July 1, 2020 – June 30, 2021:   $12.71
  + Average hourly wage of current employees:   $15.62
  + Growth rate:   > 0%
  + Number of projected openings for our 5-county area for July 1, 2020 – June 30, 2021:  80 or greater
* Associate Degree – College Credit Certificate, Applied Technology Diploma, Associate Degree, Associate of Applied Science. Occupations that generally require the completion of a college credit credential. College Credit Certificate and Applied Technology Diplomas are specialized college credit credentials that vary in length. Associate of Applied Science and associate degrees generally require at least 2 years of full-time equivalent academic work.
  + Projected average entry-level hourly wage for July 1, 2020 – June 30, 2021:   $15.64
  + Average hourly wage of current employees:   $19.22
  + Growth rate:   > 0%
  + Number of projected openings for our 5-county area for July 1, 2020 – June 30, 2021:  80 or greater
* Bachelor’s Degree – Occupations that generally require a Bachelor’s Degree. Completion of the degree program generally requires at least 4 years, but not more than 5 years, of full-time equivalent academic work.

* + Projected average entry-level hourly wage for July 1, 2020 – June 30, 2021:   $19.55
  + Average hourly wage of current employees:   $24.03
  + Growth rate:   > 0% for our 5-county area OR 1.26% for statewide
  + Number of projected openings for our 5-county area for July 1, 2020 – June 30, 2021:   80 or greater

OR number of projected openings statewide for July 1, 2020 – June 30, 2021: 500 or greater

**PROCESS TO REQUEST THE ADDITION OF AN OCCUPATION**

All information and attachments noted in this document are located on our website at [www.careersourcesouthwestflorida.com](http://www.careersourcesouthwestflorida.com), under Public Notice.

If an occupation is already on the 2020-2021 Regional Targeted Occupations List (RTOL), no action is needed. If an occupation is not on the 2020-2021 RTOL, an employer/business may send an email or a letter (**on business’ letterhead**) requesting the addition of a specific occupation.  When requesting the addition of an occupation, employer must use Standard Occupational Classification (SOC) titles and codes.  (See attached Employment Projections) From this SOC list, only the “Detailed Occupation” titles and code may be used. Major Groups, Minor Groups or Broad Groups, which all end in zero (0), may not be used.  As noted above in the Public Notice, the criteria for adding an occupation are different depending on the Education Levels. The Education Levels for occupations, established by the Florida Department of Education (DOE), may be found on the Employment Projections. Short descriptions of SOC Titles/Codes may be found at <https://www.bls.gov/soc/2018/soc_2018_definitions.pdf>. The attached sample letter may be used. Letters/emails must include the following information:

- Business name, address, telephone number and e-mail. Except for occupations that generally require a Bachelor’s degree (see Educational Levels descriptions above), the business must be physically located within our five-county area of Charlotte, Collier, Glades, Hendry and Lee counties. For occupations that generally require a Bachelor’s degree, letters may be from businesses located anywhere in Florida.

- The business’ number of projected full-time, permanent openings for the requested occupation for 7/1/2020 - 6/30/2021 and the projected average entry wage for these new employees.

- The business’ number of current full-time, permanent employees for the requested occupation and the average wage paid to these employees.

*NOTE: Regarding business disruptions caused by the pandemic: When providing your number of current positions above, please use numbers from January, February, etc. reflecting your numbers of employees in this occupation prior to pandemic-related layoffs. For projected numbers, show anticipated new hires/openings, rather than re-hires of those laid off.*

If sufficient documentation is received, staff will make a recommendation to the Program and Planning Committee. The Program and Planning Committee will then make a recommendation to the Board or Directors. **Requests received by June 29, 2020** will be processed for submission at the July 8, 2020 meetings. Letters may be emailed, mailed, faxed or hand-delivered to:

CareerSource Southwest Florida

Attn:  Mary Anne Zurn, Planning and Grants Division Director

6800 Shoppes at Plantation Drive, Suite 170

Fort Myers, FL 33912

Email to:       mzurn@careersourcesouthwestflorida.com

Fax to:          (239) 225-2559

Please direct questions to Mary Anne Zurn at [mzurn@careersourcesouthwestflorida.com](mailto:mzurn@careersourcesouthwestflorida.com) or (239) 225-2500, ext. 5229. Thank you.

*Equal Opportunity Employer/Program*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

*All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.*