

**A RESOLUTION OF THE NEW YORK CITY WORKFORCE INVESTMENT BOARD POLICY COMMITTEE APPROVING CHANGES TO INDIVIDUAL TRAINING GRANT POLICY AND THE CONTENTS OF THE LOCAL GROWTH OCCUPATION LIST**

**WHEREAS**, under the Workforce Investment Act of 1998 (WIA), individual training grants (ITGs) are authorized only for training services that are directly linked to the employment opportunities that are in demand in the local area or in another area to which the individual is willing to relocate; and

**WHEREAS**, in accordance with WIA section 134(d)(4)(iii), the WIB previously determined that ITGs shall only be issued in Growth Occupations, which has been defined as occupations identified by the Department of Small Business Services and the NYC Labor Market Information Service, pursuant to a revised methodology for identifying in-demand occupations, as put before the Policy Committee in September 2009; and

**WHEREAS**, in accordance with WIA section 134(c)(2) provides the WIB the authority and flexibility to develop policy related to the provision of training services; and

**WHEREAS**, changes to existing policies is necessary to facilitate strategic decisions that will impact the scope of ITG eligibility for jobseekers and training providers; and

**NOW, THEREFORE, BE IT RESOLVED** by the Policy Committee as follows:

That the revised list of Growth Occupations described in Exhibit A is hereby approved.

That the methodology described in Exhibit B is hereby adopted in addition to the revised methodology used by the Policy Committee to identify the list of Growth Occupations in September 2009; and

That all ITGs may be issued only for Growth Occupations meeting the criteria described in Exhibit B, except as otherwise approved by the WIB or the applicable WIB committee.

This policy shall be effective immediately.

**Exhibit A: NYC Labor Market Information Service Growth Occupations List**

|    | <b>Occupation</b>   |
|----|---|
| 1  | Advertising Sales Agents  |
| 2  | Bill And Account Collectors   |
| 3  | Bookkeeping, Accounting, And Auditing Clerks                                  |
| 4  | Brokerage Clerks  |
| 5  | Bus And Truck Mechanics And Diesel Engine Specialists                         |
| 6  | Bus Drivers, School   |
| 7  | Bus Drivers, Transit and Intercity  |
| 8  | Business Operations Specialists, All Other                                    |
| 9  | Carpenters  |
| 10 | Cleaners of Vehicles and Equipment  |
| 11 | Community and Social Service Specialists, All Other                           |
| 12 | Compensation, Benefits, And Job Analysis Specialists                          |
| 13 | Computer Support Specialists  |
| 14 | Computer Systems Analysts   |
| 15 | Construction and Building Inspectors  |
| 16 | Construction Laborers   |
| 17 | Construction Managers   |
| 18 | Customer Service Representatives  |
| 19 | Dental Assistants   |
| 20 | Electricians  |
| 21 | Emergency Medical Technicians And Paramedics                                  |
| 22 | Employment, Recruitment, And Placement Specialists                            |
| 23 | Executive Secretaries And Administrative Assistants                           |
| 24 | Fashion Designers   |
| 25 | Fire Safety Directors   |
| 26 | First-Line Supervisors/managers Of Construction Trades And Extraction Workers |
| 27 | First-Line Supervisors/managers Of Food Preparation And Serving Workers       |
| 28 | First-Line Supervisors/managers Of Non-Retail Sales Workers                   |
| 29 | First-Line Supervisors/managers Of Office And Administrative Support Workers  |
| 30 | First-Line Supervisors/managers Of Personal Service Workers                   |
| 31 | First-Line Supervisors/managers Of Retail Sales Workers                       |
| 32 | First-Line Supervisors/managers Of Transportation And Vehicle Operators       |
| 33 | Fitness Trainers And Aerobics Instructors                                     |
| 34 | Graphic Designers   |
| 35 | Hazardous Materials Removal Workers   |
| 36 | Heating, Air Conditioning, And Refrigeration Mechanics And Installers         |
| 37 | Human Resources, Training, And Labor Relations Specialists, All Other         |
| 38 | Janitors And Cleaners, Except Maids And Housekeeping Cleaners (Maintenance)   |
| 39 | Kindergarten Teachers, Except Special Education                               |
| 40 | Landscaping and Grounds-keeping Workers                                       |
| 41 | Legal Secretaries   |
| 42 | Licensed Practical And Licensed Vocational Nurses                             |
| 43 | Maids And Housekeeping Cleaners   |
| 44 | Maintenance And Repair Workers, General                                       |
| 45 | Medical Assistants  |
| 46 | Network and Computer Systems Administrators                                   |
| 47 | Network Systems and Data Communications Analysts                              |
| 48 | Nursing Aides, Orderlies, And Attendants (CNA)                                |
| 49 | Office Clerks, General  |
| 50 | Paralegals And Legal Assistants   |
| 51 | Payroll and Timekeeping Clerks  |
| 52 | Plumbers, Pipefitters, And Steamfitters                                       |
| 53 | Preschool Teachers, Except Special Education                                  |
| 54 | Property, Real Estate, And Community Association Managers                     |
| 55 | Real Estate Brokers   |
| 56 | Real Estate Sales Agents  |
| 57 | Recreation Workers  |
| 58 | Registered Nurses   |
| 59 | Retail Salespersons   |
| 60 | Sales Representatives, Services, All Other                                    |
| 61 | Security Guards   |
| 62 | Self-Enrichment Education Teachers  |
| 63 | Teachers and Instructors, All Other   |
| 64 | Training And Development Specialists  |
| 65 | Truck Drivers, Heavy And Tractor-Trailer                                      |
| 66 | Truck Drivers, Light Or Delivery Services                                     |

## **Exhibit B: Target Occupations Methodology**

Given the limited funds allocated to individual training grants (ITGs), the Department of Small Business Services (SBS) proposes to narrow the focus of ITGs by implementing the following investment criteria:

- Defined as 'in-demand' by the NYC Labor Market Information Services (NYC LMIS)
- Require specific technical skills training (in addition to experience and education) in order to gain employment
- Aligned with SBS's business development targets
- Limited other low-cost/subsidized training options available through SBS or community partners.