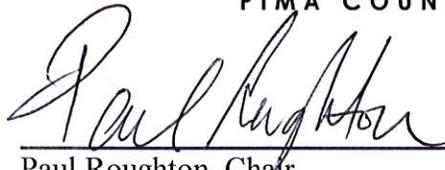


APPROVED:



Paul Roughton, Chair  
Pima County Workforce Investment Board (WIB)

DATE:

01-25-18

SUBJECT:

CAREER PATHWAYS GUIDELINES

**BACKGROUND:** The 2016 Local Workforce Development Plan for Pima County sets a strategic vision focused on: “Higher skills equal increased competitiveness, more jobs and increased earning power,” and focuses on marginalized populations and sustainable earnings. The Plan identifies career pathway development as a key strategy to move lower-skilled workers through progressively higher-skilled demand occupations and training.

The Pima County WIB has adopted a Career Pathways Framework for individualized career services and training provided under the Workforce Innovation and Opportunities Act (WIOA) to promote career advancement to sustainable earning levels. To the extent possible, services will support at least four levels of skill development:

1. **Basic employment skills are the foundation** for all career pathways. Industry leaders across different sectors and parts of the country have identified these as interpersonal skills, integrity, professionalism, initiative, dependability, adaptability, and teamwork.
2. **Core academic skills** include math, reading, technology and problem-solving skills that are valued by local employers across diverse industries.
3. **Entry-level competencies** include occupation-specific technical requirements for entry-level jobs that generally pay less than the median level but require general skills for that industry, such as safety protocols or medical terminology. Training for entry-level competencies can usually be completed in one or two semesters by a person with core academic skills.
4. **Advanced competencies** equate to completion of an associate’s degree or journeyman level in a skilled trade. A majority of jobs at or above the median earning level require this level of education and training or higher.

The Plan includes an analysis of 10-year occupational projections for the Tucson Metro Area that defines demand occupations within five broad groupings:

1. Healthcare/Health Sciences
2. Business Management, Operations, Support
3. Production/Aerospace/Defense/ Security
4. Construction, Building/Grounds Maintenance, Installation, Repair
5. Transportation/Material Handling/ Logistics

The WIB has identified target occupations within these groups that meet these criteria:

- Educational Requirements at Associate's level and below,
- Median Wage at or above the median wage for the region,
- At least 10 projected openings per year and/or significant rate of growth,
- Additional target occupations identified based on overriding labor-market conditions.

**Healthcare, Health Sciences**

Registered Nurses  
Licensed Practical and Licensed Vocational Nurses  
Medical Records and Health Information Technicians  
Pharmacy Technicians  
Dental Hygienists  
Medical and Clinical Laboratory Technicians  
Emergency Medical Technicians and Paramedics  
Radiologic Technologists  
Respiratory Therapists  
Surgical Technologists  
Dental Assistants  
Medical Assistants  
Medical Secretaries  
Home Health Aides  
Nursing Assistants  
Physical Therapist Assistants  
Medical Equipment Preparers

**Business, Support, and Management**

Managers, All  
Property, Real Estate, and Community Association Managers  
Business Operations Specialists, All  
Computer User Support Specialists  
Computer Network Support Specialists  
Computer Systems Analysts  
Information Security Analysts  
Network & Computer Systems Administrators  
Computer Programmers  
Web Developers  
Claims Adjusters, Examiners, and Investigators  
Customer Service Representatives  
First-Line Supervisors of Office and Administrative Support Workers



Bill and Account Collectors  
Billing and Posting Clerks  
Accountants  
Bookkeeping, Accounting, and Auditing Clerks  
Secretaries and Administrative Assistants  
Insurance Claims and Policy Processing Clerks  
Payroll and Timekeeping Clerks  
Paralegals and Legal Assistants

**Production, Aerospace-Defense, Security**

Team Assemblers  
Machinists  
First-Line Supervisors of Production and Operating Workers  
Welders, Cutters, Solderers, and Brazers  
Inspectors, Testers, Sorters, Samplers, and Weighers  
Structural Metal Fabricators and Fitters  
Computer-Controlled Machine Tool Operators, Metal and Plastic  
CNC Machine Tool Programmers, Metal and Plastic  
Aircraft Mechanics and Service Technicians  
Avionics Technicians  
Electrical and Electronics Engineering Technicians  
Electro-Mechanical Technicians  
Industrial Engineering Technicians  
Law Enforcement Workers

**Infrastructure, Construction**

First-Line Supervisors of Construction Trades and Extraction Workers  
Carpenters  
Cement Masons and Concrete Finishers  
Operating Engineers and Other Construction Equipment Operators  
Drywall and Ceiling Tile Installers  
Electricians  
Painters, Construction and Maintenance  
Plumbers, Pipefitters, and Steamfitters  
First-Line Supervisors of Mechanics, Installers, and Repairers  
Automotive Service Technicians and Mechanics  
Mobile Heavy Equipment Mechanics, Except Engines  
Heating, Air Conditioning, and Refrigeration Mechanics and Installers  
Industrial Machinery Mechanics  
Maintenance and Repair Workers, General  
Helpers--Installation, Maintenance, and Repair Workers





Water and Wastewater Treatment Plant and System Operators  
Construction Laborers

**Transportation, Material Handling & Logistics**

Dispatchers, Except Police, Fire, and Ambulance  
Purchasing Agents, Except Wholesale, Retail, and Farm Products  
Shipping, Receiving, and Traffic Clerks  
Production, Planning, and Expediting Clerks  
First-Line Supervisors of Helpers, Laborers, and Material Movers, Hand  
Laborers and Freight, Stock and Material Movers, Hand  
Stock Clerks and Order Fillers  
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators  
Commercial Pilots  
Bus Drivers, Transit and Intercity  
Heavy and Tractor-Trailer Truck Drivers  
Light Truck or Delivery Services Drivers  
Bus and Truck Mechanics and Diesel Engine Specialists

Under WIOA Title I, Pima County will continue approve training programs for non-targeted occupations, but will limit the number of training plans funded outside of the targets to two training plans per month. In order to receive WIOA Title I training services, participants will need to show that their entry-level training and employment goals fit into a career pathway leading to a sustainable-wage career at a skilled technician level or above.

Training opportunities available to Dislocated Workers in these areas will include Bachelor's degrees for those participants who, at time of layoff and enrollment in WIOA were within one year of degree completion.

This framework is subject to review by the WIB Planning Committee, which may recommend amendments to the WIB.

A business, organization, or individual may request addition of new target occupations to the framework by completing the attached request form and submitting it to the Planning Committee. Requests received will be reviewed by the Planning Committee at regularly-scheduled meetings within 90 days of receipt. The requester will be notified when a request is being placed on WIB the Planning Committee agenda at least five business days in advance of a meeting.

Approval by the WIB of a new target occupation does not determine training provider eligibility. Training providers who wish to provide WIOA-funded training must apply for the Eligible Training Provider List (ETPL) through [azjobconnection.gov](http://azjobconnection.gov).





PIMA COUNTY WORKFORCE INVESTMENT BOARD  
CAREER PATHWAYS FRAMEWORK TARGET OCCUPATION REQUEST

Name of the company making the request, if any:

\_\_\_\_\_

First and last name of the individual requester or company point of contact

\_\_\_\_\_

Street address and mailing address

\_\_\_\_\_, AZ \_\_\_\_\_, AZ \_\_\_\_\_

Telephone number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address \_\_\_\_\_

O\*Net Occupation name \_\_\_\_\_  
and SOC Code \_\_\_\_\_ (this may be looked up by going to [www.onetonline.org](http://www.onetonline.org))

Provide or attach evidence showing the occupation meets the following three criteria.

1. Educational Requirements at the Associate's level or below:

2. Median Wage at or above the median wage for the region:



3. At least 10 projected openings per year and/or significant rate of growth:

Discuss any additional labor-market conditions.

Signature and date of the individual requester, or an authorized representative of the company requesting the change:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed name

\_\_\_\_\_  
Title (if request is being submitted on behalf of a business)

This request may be mailed to Pima County Workforce Investment Board Planning Committee, Attn: Anna Cunes at 2797 East Ajo Way, Tucson, AZ 85713, or it may be e-mailed to [Anna.cunes@pima.gov](mailto:Anna.cunes@pima.gov).