




Memorandum of Record # 403

**DATE:** JANUARY 22, 2010

**MEMORANDUM TO:** WORKFORCE SOLUTIONS – ALAMO  
CONTRACTORS

**FROM:** FRANCISCO MONCIVAIS  
DEPUTY EXECUTIVE DIRECTOR- PROGRAM  
OPERATIONS 

**SUBJECT:** TARGET OCCUPATIONS LIST AND NON-WIA  
OCCUPATIONS LIST FOR 2009-2010

This Memorandum of Record (MR) and the attached Alamo 2009-2010 Target Occupations List and Non-WIA Occupations List for Non Workforce Investment Act (WIA) Funded Programs supersede MR #321 and are to be used in conjunction with WIA-45 C1 (Individual Training Accounts). **Workforce Solutions Alamo is submitting updates to its Alamo 2009-2010 Target Occupations List.** The five occupations, along with their SOC Code, that were added are:

- 43-3011, Bill and Account Collectors
- 43-4051, Customer Service Representatives
- 31-9092, Medical Assistants
- 31-1012, Nursing Aides, Orderlies and Attendants
- 31-2021, Physical Therapists and Technicians

Each year, as part of the local workforce plan, the Workforce Solutions Alamo Board approves a list of target and demand occupations. The purpose of this approved list is to guide the investment of workforce program funds for training. The Target Occupations List is developed from an analysis of local labor market information. Factors in this analysis of Industries and Occupations include and are not limited to the following key types of labor market indicators:

- Employment (current employment estimates of projected future employment)
- Employment growth (projected employment growth rate)
- Job openings (projected average annual job openings; job openings due to growth)
- Wages (mean, median, entry level and experienced level)
- Preferred educational levels

Workforce Solutions Alamo restricts the use of local workforce program (Workforce Investment Act) funds used for training programs that directly relate to an occupation on the Target Occupations List. Only those programs of study and training providers that offer programs related to the list are accepted into the Eligible Training Provider Systems (ETPS).

Attachment 1 to this MR is a copy of the approved Target Occupations List for 2009-2010, effective as of July 1, 2009.

**The five new Target Occupations identified above become effective January 1, 2010 and are now included in Attachment 1.**

Training enrollment approved prior to July 1, 2009 shall be grandfathered under the Target Occupations List and funding caps in place at the time of enrollment.

**Workforce Solutions Alamo elected to CAP training enrollments for Nursing Aides, Orderlies and Attendants and Medical Assistants due to the high probability for market saturation in these occupations. An addendum to this MR, to be issued at a later date, will specify the enrollment cap. Contractors shall not grant approval for training in these occupations until the enrollment cap addendum has been issued.**

Attachment 2 to this MR details the 2009-2010 Non-WIA Occupations List for Non WIA funded Programs such as Choices, Supplemental Nutrition Assistance Program (SNAP) Employment and Training, Project Re-Integration of Offenders (RIO), and the Trade Adjustment Assistance (TAA) program. The Non-WIA Occupations List is a list of occupations for which there is a projected demand for workers in that occupation that exceeds people available to perform those jobs. Non WIA funded program participants may use either the Non-WIA Occupations List or Target Occupations List. Only those programs of study and training providers that offer programs related to the list are accepted into the Eligible Training Provider Systems (ETPS).

**Additionally, the 2009-2010 Statewide Target Occupations List, that supports growth within the Governor's Industry clusters is available and is to be used in the same manner as the board's Target Occupations List. Usage is outlined in Texas Workforce Commission WD Letter 15-06, Change 6 and disseminated in WD Letter 15-06, Change 7. The Statewide Target Occupations List can be accessed from the following link: [http://www.twc.state.tx.us/boards/board\\_plan/integratedplan.html](http://www.twc.state.tx.us/boards/board_plan/integratedplan.html) Only those programs of study and training providers that offer programs related to the list are accepted into the Eligible Training Provider Systems (ETPS).**

Workforce Solutions – Alamo adopts this MR as a local policy. Workforce Solutions – Alamo contractors must ensure that appropriate staff is apprised of and complies with this policy.

All comments and inquiries pertaining to this policy should be directed to:

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Attached:        Attachment 1: 2009-2010 Target Occupations List  
                     Attachment 2: 2009-2010 Non-WIA Occupations List

Workforce Solutions Alamo, 2009-2010 Target Occupations List

SOC Code	Occupational Title	Annual Average Employment 2006	Annual Average Employment 2016	Number Change 2006-2016	Percent Growth 2006-2016	Annual Job Openings due to Growth	Annual Job Openings due to Replacements	Total Annual Average Job Openings	Preferred Education	2007 Annual Wages	2007 Hourly Wages
1	13-2011 Accountants and Auditors	7,000	8,750	1,750	25.0%	175	125	300	Bachelor's degree	\$55,835	\$26.84
2	49-3011 Aircraft Mechanics and Service Technicians	1,750	2,150	400	22.9%	40	20	60	Postsecondary vocational training	\$39,830	\$19.15
3	43-3011 Bill and Account Collectors	3,500	4,750	1,250	35.7%	120	55	175	Short term on-the-job training	\$25,909	\$12.46
4	43-3031 Bookkeeping, Accounting, and Auditing Clerks	11,950	14,550	2,600	21.8%	260	185	445	Moderate-term on-the-job training	\$28,616	\$13.76
5	47-2031 Carpenters	4,300	5,050	750	17.4%	75	60	135	Long-term on-the-job training	\$31,205	\$15.00
6	19-4031 Chemical Technicians	300	350	50	16.7%	5	10	15	Associate degree	\$33,459	\$16.09
7	17-2051 Civil Engineers	1,750	2,150	400	22.9%	40	45	85	Bachelor's degree	\$65,146	\$31.32
8	13-1031 Claims Adjusters, Examiners, and Investigators	2,600	3,050	450	17.3%	45	65	110	Long-term on-the-job training	\$44,030	\$21.17
9	15-1032 Computer Software Engineers, Systems Software	1,800	2,450	650	36.1%	65	25	90	Bachelor's degree	\$72,653	\$34.93
10	15-1041 Computer Support Specialists	3,250	4,000	750	23.1%	75	100	175	Associate degree	\$43,706	\$21.01
11	15-1051 Computer Systems Analysts	3,150	4,350	1,200	38.1%	120	85	205	Bachelor's degree	\$64,707	\$31.11
12	51-4011 Computer-Controlled Machine Tool Operators, Metal and Plastic	350	450	100	28.6%	10	5	15	Moderate-term on-the-job training	\$29,453	\$14.16
13	47-4011 Construction and Building Inspectors	650	800	150	23.1%	15	10	25	Work experience in a related occupation	\$40,386	\$19.42
14	43-4051 Customer Service Representatives	21,100	27,900	6,800	32.2%	680	585	1,265	Moderate-term on-the-job training	\$25,597	\$12.31
15	29-2021 Dental Hygienists	650	1,250	600	47.1%	40	15	55	Associate degree	\$54,606	\$26.25
16	47-2111 Electricians	4,150	5,000	850	20.5%	90	105	195	Long-term on-the-job training	\$34,753	\$16.71
17	13-2051 Financial Analysts	1,650	2,200	550	33.3%	55	10	65	Bachelor's degree	\$48,525	\$23.33
18	49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers	2,200	2,700	500	22.7%	50	40	90	Long-term on-the-job training	\$32,251	\$15.51
19	41-3021 Insurance Sales Agents	6,150	7,000	850	13.8%	85	135	220	Bachelor's degree	\$39,995	\$19.23
20	29-2061 Licensed Practical and Licensed Vocational Nurses	1,950	2,400	450	23.1%	45	20	65	Postsecondary vocational training	\$36,394	\$17.50
21	13-2072 Loan Officers	1,200	1,550	350	29.2%	30	20	50	Bachelor's degree	\$67,673	\$32.54
22	51-4041 Machinists	3,350	5,520	1,900	56.7%	190	40	230	Long-term on-the-job training	\$29,882	\$14.37
23	31-9092 Medical Assistants	1,050	1,400	350	33.3%	35	30	65	Moderate-term on-the-job training	\$23,131	\$11.12
24	29-2071 Medical Records and Health Information Technicians	1,600	2,100	500	31.3%	50	25	75	Associate degree	\$30,669	\$14.74
25	43-6013 Medical Secretaries	1,300	2,050	750	57.7%	75	25	100	Moderate-term on-the-job training	\$24,666	\$11.86
26	15-1081 Network Systems and Data Communications Analysts	9,050	11,750	2,700	30.0%	270	60	350	Bachelor's degree	\$58,923	\$28.33
27	31-1012 Nursing Aides, Orderlies and Attendants	2,950	3,650	700	23.7%	70	55	125	Postsecondary vocational training	\$20,078	\$9.65
28	47-2073 Operating Engineers and Other Construction Equipment Operators	2,250	3,200	950	42.2%	95	70	165	Moderate-term on-the-job training	\$29,001	\$13.94
29	29-2052 Pharmacy Technicians	350	500	150	42.9%	15	5	20	Moderate-term on-the-job training	\$28,369	\$13.64
30	31-2021 Physical Therapist Assistants	2,650	3,300	650	24.5%	60	55	115	Associate degree	\$56,569	\$27.20
31	47-2152 Plumbers, Pipefitters, and Steamfitters	15,100	20,300	5,200	34.4%	520	250	770	Long-term on-the-job training	\$37,428	\$17.99
32	29-1111 Registered Nurses	8,350	11,300	2,950	35.3%	295	250	545	Associate degree	\$56,950	\$27.38
33	25-2031 Secondary School Teachers, Except Special and Vocational Education	16,050	18,050	2,000	12.5%	200	255	455	Bachelor's degree	\$49,222	\$23.79
34	43-6014 Secretaries, Except Legal, Medical, and Executive	7,850	10,550	2,700	34.4%	270	130	400	Moderate-term on-the-job training	\$25,379	\$12.20
35	25-9041 Teacher Assistants	4,650	6,150	1,500	32.3%	150	95	245	Short-term on-the-job training	\$18,072	\$8.72
36	51-2092 Team Assemblers	9,200	11,350	2,150	23.4%	215	165	380	Moderate-term on-the-job training	\$23,767	\$11.43
37	53-3032 Truck Drivers, Heavy and Tractor-Trailer	2,550	3,150	600	23.5%	60	55	115	Moderate-term on-the-job training	\$31,165	\$14.98
38	51-4121 Welders, Cutters, Solderers, and Brazers	2,550	3,150	600	23.5%	60	55	115	Postsecondary vocational training	\$27,082	\$13.02

\* Potential "green skilled" occupation; new to list

Workforce Solutions Alamo 2009-2010 Non-WIA Occupations List

SOC Code	Occupational Title	Annual Average Employment 2006	Annual Average Employment 2016	Number Change 2006-2016	Percent Growth 2006-2016	Annual Job Openings due to Growth	Annual Job Openings due to Replacements	Total Annual Average Job Openings	Preferred Education	2007 Annual Wages	2007 Hourly Wages
1 47-2061	Construction Laborers	10,850	13,700	2,850	26.3%	285	80	365	Moderate-term on-the-job training	\$21,484	\$10.33
2 31-9091	Dental Assistants	1,750	2,450	700	40.0%	75	30	105	Moderate-term on-the-job training	\$29,317	\$14.09
3 29-2041	Emergency Medical Technicians and Paramedics	1,300	1,850	550	42.3%	50	15	65	Postsecondary vocational training	\$27,146	\$13.05
4 37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	14,250	18,200	3,950	27.7%	395	275	670	Short-term on-the-job training	\$19,674	\$9.46
5 53-7062	Laborers and Freight, Stock, and Material Movers, Hand	12,700	14,650	1,950	15.4%	195	405	600	Short-term on-the-job training	\$20,799	\$10.00
6 29-2012	Medical and Clinical Laboratory Technicians	1,300	1,700	400	30.8%	35	20	55	Associate degree	\$31,639	\$15.21
7 43-9061	Office Clerks, General	16,600	20,700	4,100	24.7%	410	305	715	Short-term on-the-job training	\$22,115	\$10.63
8 43-4171	Receptionists and Information Clerks	7,800	10,100	2,300	29.5%	230	190	420	Short-term on-the-job training	\$21,489	\$10.33
9 41-2031	Retail Salespersons	28,400	35,900	7,500	26.4%	750	875	1,625	Short-term on-the-job training	\$22,032	\$10.59
10 43-3071	Tellers	5,300	6,850	1,550	29.2%	160	230	390	Short-term on-the-job training	\$24,872	\$11.96
11 51-8031	Water and Liquid Waste Treatment Plant and System Operators	1,000	1,250	250	25.0%	25	20	45	Long-term on-the-job training	\$30,952	\$14.88