

**ULSTER COUNTY WORKFORCE INVESTMENT BOARD
DEMAND OCCUPATION LIST
June 13, 2012**

OCCUPATIONAL FIELDS	OCCUPATIONS
Medical/Health	<p>Medical Office Procedures: medical records technician, medical billing and coding, medical office secretary.</p> <p>Health Professional, Technical & Service: Certified Nurse Aide; Licensed Practical Nurse; Registered Nurse; Pharmacy Technician; Surgical Technician; Registered Medical Assistant.</p>
Medical/Health/Human Services	Human Services / Residential Workers – Direct Care Practice; Human Service Assistant.
Trucking/Transportation	Transportation / Trucking Licenses : CDL A – long haul trucking; CDL B – box truck driver, school bus driver, transit bus driver.
Building Trades	<p>Specialty Trades: HVAC (heating, ventilation, air conditioning, refrigeration) mechanics.</p> <p>Green Jobs: Certified Energy Auditor.</p>
Manufacturing	<p>Machine Tool Technology: Machinists; Machinery Mechanics; Machine Operators; Computer Numerical Control skills; Skilled Assemblers.</p> <p>Industrial Technology Drafters: Computer-aided Design; Machining and Production drafters.</p>
Tourism	Hospitality Skills; Safe Service Certification (Restaurant).
Cross Industry	<p>Business / Office Computer Technologies: Receptionist, various; Secretary, various; Office/ Data Entry/ Word Processing/ Clerical, various.</p> <p>Accounting / Bookkeeping.</p> <p>Soft Skills Development Training – Work readiness, Customer Service, Management Training, Sales Skills</p>

The **Office of Employment and Training** is granted authority by the WIB to fund training for occupations not included on the **Demand Occupations List** if the customer requesting training demonstrates this occupation is now in demand. Proving an occupation is in demand is accomplished by providing current job openings in the field and/or a letter of commitment to hire. Job openings are expected to be of a full-time nature.

The **Demand Occupation List** is seen as a fluid list and is reviewed quarterly by the **Workforce Investment Board’s Strategic Planning Committee** which recommends additions, subtractions or edits of the list to the full Board.