

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

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