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**AB# 20-01**  
**Effective January 8, 2020**  
Supersedes AB 99 Issued July 1, 2016

**ACTION BULLETIN**

**TO: All Alameda County Workforce Development Board (ACWDB) Workforce Innovation and Opportunity Act (WIOA), Title I Contracted Service Providers**

**DATE: January 8, 2020**

**SUBJECT: ACWDB's Industry Sector and Occupational Framework (ISOF) Expansion: Local Government Sector Inclusion**

**PURPOSE OF BULLETIN:**

The purpose of this Bulletin is to deliver guidance to ACWDB's contracted service providers about the expansion of the Industry Sector and Occupational Framework (ISOF) policy, that now includes the local government sector. Changes or additions to this framework will be reflected in **bold** text.

**REFERENCES:**

- Workforce Innovation and Opportunity Act (Public Law 113-128) Sections 3, 107, and 108
- Title 20 Code of Federal Regulations (CFR) Section 679.370
- Workforce Services Directive 18-01 – Regional and Local Plans PY 17-21- Two Year Modifications

**BACKGROUND:**

Local Workforce Development Boards (LWDBs) are responsible for determining in-demand industries and occupations in their local area, using regional, state and other labor market

information (LMI), in alignment with the Workforce Innovation and Opportunity Act (WIOA). The ISOF represents the ACWDB's efforts to establish in-demand industries and occupations in its local area, which was developed by ACWDB staff through research, interviews, and intentional alignment with the state's data and strategic plan. The ISOF embodies high growth industries and occupations in Alameda County between 2017 and 2022, which has been developed into WIOA Title I program policy and also converted into a tool for ACWDB's service providers to help guide job seekers in determining industry training placements.

The ISOF was initially approved by ACWDB in 2016 and effective for one year. The policy recommendation was then subsequently extended through the committee process, to generally allow for the state's guidance regarding local plan modifications to settle. The ISOF is linked to the Local Plan/modifications, so revising the ISOF prior to the State's guidance would have been premature and possibly duplicative.

On September 12, 2019, after ACWDB's Modified Local Plan was approved by the State Workforce Development Board, the ACWDB approved staff's recommendation to expand the ISOF by including the local government sector and corresponding occupations that meet the ISOF's criteria. Staff's recommendation aligns with a section in ACWDB's Modified Local Plan related to expanding the ISOF to include the local government sector.

This Action Bulletin 20-01 therefore revises Action Bulletin 99 – ACWDB's Industry Sector and Occupational Framework (See Attachment 1 for the original ISOF policy - AB 99), to reflect the ACWDB's approved actions.

The ISOF is a three-tiered and hierarchal system that places and prioritizes the following industries in Alameda County, also known as ISOF Tier I industries:

- Health Care and Social Assistance
- Professional, Scientific and Technical Services
- Construction
- Advanced Manufacturing/Transportation & Warehousing
- **Local Government**

ISOF occupations that often correspond with Tier I industries, are high growth, and exceed \$19.20/hr. The occupations are also known as ISOF Tier II occupations. The ISOF also includes a third tier, known as ISOF Tier III occupations. Tier III occupations are driven by job seeker interest but must still align with the ISOF's growth and wage criteria.

### **GUIDANCE:**

In addition to existing ISOF industries and occupations, **providers should also prioritize job seeker placements into the local government sector as a priority Tier 1 industry and local government occupations that meet wage and growth criteria, as Tier II occupations. See Attachment 2 for new Tier I local government industries and Attachment 3 for new corresponding Tier II local government occupations. Also, review the [updated ISOF tiered diagram](#).**

## **Data Entry for WIOA Clients into CalJOBS and the Grants Checkbook**

CalJOBS is the primary online tool and official record for case management tracking and reporting for the participation and outcomes of all WIOA participants. ACWDB uses CalJOBS for analyzing and reporting contractual performance of all contracted service providers.

CalJOBS will continue to be used to understand job placements within ISOF priority industry sectors and occupations. For this reason, it is vital that Career Service Provider (CSP) staff are accurately entering employment information into the Case Closure section of CalJOBS, including but not limited to: Employer name; employer address; the correct occupation title and O\*NET code, the correct industry sector name and NAICS code category; and the actual wage paid at the time employment is offered.

The Grants Checkbook is also a tool currently being used by ACWDB to track:

- Obligation and expenditure of WIOA training dollars;
- Dates of training activities;
- Amount of funds leveraged for WIOA training opportunities; and,
- ISOF categories for all training activities.

CSP staff will remain responsible for providing all information relevant to each participant's training activity to the Workforce Services Support Team (WSST). WSST staff will continue to hold responsibility for entering all relevant data into the CalJOBS system and the Grants Checkbook. When reporting ISOF information to the WSST, please use ONLY the following categories:

- Tier I: Healthcare / Social Assistance
- Tier I: Professional Scientific Technical Services (PST)
- Tier I: Construction
- Tier I: Advanced Manufacturing / Transportation / Warehousing
- **Tier I: Local Government**
- Tier II Occupations (in compliance with ISOF wage and sector growth standards)
- Tier III Occupations (in compliance with ISOF wage and sector growth standards)

## **Information and Inquiries:**

For information and inquiries regarding the revised ISOF policy or related labor market data information, please contact Latoya Reed, Management Analyst at (510) 259-3833 or by email at [latoya.reed@acgov.org](mailto:latoya.reed@acgov.org). For information regarding ISOF data entry, please contact Michele Garcia, MIS Administrator at (510) 259-3814 or by email at [MGGarcia@acgov.org](mailto:MGGarcia@acgov.org).

## **Attachments:**

Attachment 1 - AB 99 – Original ISOF Action Bulletin in 2016

Attachment 2 - ISOF Tier I Local Government Industries

Attachment 3 - ISOF Tier 2 Local Government Occupations