

# ALL PROGRAM POLICY

**DATE ISSUED:** August 16<sup>th</sup>, 2019

**TO:** Workforce Solutions Staff

**FROM:** Ling Becker, Workforce Solutions Director

**SUBJECT:** Job Family Tracking

**POLICY:** It is the policy of Ramsey County Workforce Solutions (WFS) that all staff who use Workforce One (WF1) will track the career interest of program participants. This is in recognition that WFS believes that everyone can contribute to our society through meaningful and sustaining employment.

**PURPOSE:** Tracking the career interests of program participants will allow for more efficient and effective program planning and execution. It will increase WFS's ability to make more informed decisions about what grants to pursue, what employer partners to prioritize, and what additional supports participants require for success.

**BACKGROUND:** Although the O\*Net Code field has historically existed in WF1, staff have been using it irregularly and inconsistently. Additionally, because over one thousand O\*Net Codes exist, entering one specific code has not proved useful in collecting the required data.

**PROCEDURES:** Below are procedural steps for implementing this policy.

1. Employment Guidance Counselor (EGC) will review the Job Families available on <https://www.onetonline.org/find/family>
2. Within 90 days of participant's enrollment into WFS program, EGC will aid participant in identifying which Job Family (industry) the participant is interested in pursuing. If participant would like assistance and support in evaluating their career interest, EGCs may use the "My Next Move" tool on [www.mynextmove.org](http://www.mynextmove.org). If participant is not currently pursuing employment, EGC may prompt participant by asking "What is your dream?"

3. When this appropriate Job Family is determined, EGC will add a Job Family Service Model to the participant's WF1 record program sequence. Refer to the **WF1 Job Family Service Model User Guide** for instructions.
4. EGC will review Job Family with participant as interests change and/or when the employment plan is updated. This Job Family will be reviewed at least once every 365 days, and the Job Family Service Model will be updated in WF1 accordingly.
5. EGC will review Job Family with participant as interest change and/or when the employment plan is updated. This Job Family will be reviewed at least once every 365 days, and the Job Family Service Model will be updated in WF1 accordingly.

**EFFECTIVE DATE:** October 1<sup>st</sup>, 2019

**CONTACT PERSON:** Program Manager

**JOB FAMILY GUIDE:** Job Family ID number corresponds with first two digits of full O\*Net Code.

Job Family 11-Management

Job Family 13-Business/Financial Operations

Job Family 15-Computer/Mathematical

Job Family 17-Architecture/Engineering

Job Family 19-Life/Physical/Social Science

Job Family 21-Community/Social Service

Job Family 23-Legal

Job Family 25-Arts/Design/Entertainment/Sports/Media

Job Family 29-Healthcare Practitioners/Technical

Job Family 31-Healthcare Support

Job Family 33-Protective Service

Job Family 35-Food Prep/Serving Related

Job Family 37-Building/Grounds Cleaning/Maintenance

Job Family 39-Personal Care/Service

Job Family 41-Sales Related

Job Family 43-Office/Admin Support

Job Family 45-Farming/Fishing/Forestry

Job Family 47-Construction/Extraction

Job Family 49-Installation/Maintenance/Repair

Job Family 51-Production

Job Family 53-Transportation/Material Moving