

# ***One Stop Operations and Oversight Committee***

**January 11, 2022**

**8:30 A.M.**

**ZOOM platform**

**PRESENT:** B. Forrest, P. Levesque, K. Franzese, K. Kersey

**EXCUSED:**

**STAFF:** R. Avila, D. Achilles

**GUEST:** J. Mouillesseaux, K. Cerasaro

## **CALL TO ORDER**

One Stop Operations and Oversight Committee meeting was called to order at 8:35 a.m.

Ms. Avila announced that Mr. Bishop has retired and would like one of the members to act as Chair for the Committee meeting. Mr. Levesque will act as chair for January 11, 2022 meeting.

## **APPROVAL OF MINUTES November 9, 2021**

It was moved by Mr. Kersey, seconded by Mr. Forrest and unanimously adopted by voice vote of members present to approve the minutes of November 9, 2021, as written.

## **APPROVAL OF MINUTES – December 2, 2021**

It was moved by Mr. Kersey, seconded by Mr. Forrest and unanimously adopted by voice vote of members present to approve the minutes of December 2, 2021, as written.

## **WORKPLAN**

### **Virtual Career Center Career Center Security**

Ms. Mouillesseaux reported to the Committee the Career Center is working though COVID exposures, with staff working from office and virtually. The Career Center is fully staffed except for the Communications Specialist position, Ms. Mouillesseaux is working with Human Resources to update current job description.

Ms. Mouillesseaux is working with staff to redistribute job duties to have a staff move from working with Youth and Adult customers though COVID and return to DRC position.

Mr. Cerasaro reported to the Committee that NYSDOL staff are also navigating thought COVID and how it impacts work. The Career Center is still closed and are working virtually with customers. The NYSDOL staff are working with 30 – 50 customers a week who are currently receiving unemployment insurance. NYSDOL staff are seeing increases of customers wanting help to get hired with resumes, career exploration, and job seeking.

Mr. Cerasaro is not fully staffed at this time, NYSDOL has hired a new employment counselor and are working to hire a Veterans counselor that will be working closely with Mr. Clairborne, with Veteran Services with Tompkins County.

Mr. Cerasaro reported that there is not timeframe to reopen the Career Center at this time. NYSDOL is in the process to hire a Security company to be placed at the Career Center tentatively by January 24<sup>th</sup>.

### **In-demand Occupations List**

Ms. Avila reviewed the in-demand occupations list with the Committee. Ms. Avila has been in conversation with Mr. Harris, NYSDOL and has organized and revised the list to reflect information that the Committee discussed at the last meeting. Ms. Avila reported to the Committee the information that is reported on the In-demand Occupations List is information that the NYSDOL has that is from 3<sup>rd</sup> quarter 2021. Ms. Avila would like to move forward to Full Board for approval at Tuesday, February, 22, 2022. Ms. Avila will make updated to the list on a quarterly basis and bring to Committee for review.

It was moved by Mr. Kersey, seconded by Mr. Forrest, and unanimously adopted by voice vote of members present to approve the In-demand Occupation List with revisions to move to full Board for approval Tuesday, February 22, 2022.

Ms. Avila reported to the Committee that the Career Center will host a DRC position to work with job seekers and employer to reach out an advocate for job seekers with disabilities. This position will be at the Career Center and start January 14, 2022. The Board is working on a budget to submit for a 3-years of funding for the DRC position.

### **ADJOURNMENT**

The meeting adjourned at 9:23 a.m.

The next scheduled meeting is Tuesday, March 8, 2022.

# Tompkins County Workforce Development Board In-Demand Occupation List

Highlight	SOC Code	Occupation	Empl	Unempl Rate	Mean Ann Wages	Total Demand	Separations* Projections, 2018-2028
	41-2011	Cashiers	1,028	8.7%	\$27,600	1,545	1,170
	35-3023	Fast Food and Counter Workers	875	9.9%	\$29,100	1,535	1,480
	41-2031	Retail Salespersons	1,115	9.6%	\$33,000	1,336	1,260
	37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	871	7.3%	\$34,300	1,051	940
	31-1122	Personal Care Aides	659	4.4%	\$31,600	1,030	830
	43-9061	Office Clerks, General	1,012	5.9%	\$35,300	973	710
	43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	1,106	3.5%	\$46,300	912	770
	35-3031	Waiters and Waitresses	492	15.6%	\$42,400	862	850
	21-1012	Educational, Guidance, and Career Counselors and Advisors	508	1.8%	\$70,400	543	140
	43-4051	Customer Service Representatives	499	6.4%	\$41,400	530	530
	25-9045	Teaching Assistants	560	8.2%	\$30,400	500	480
	43-4171	Receptionists and Information Clerks	409	6.9%	\$34,300	493	400
	49-9071	Maintenance and Repair Workers, General	551	4.9%	\$43,900	482	330
	11-9033	Education Administrators, Postsecondary	664	2.5%	\$205,800	481	60
	11-1021	General and Operations Managers	598	3.8%	\$132,700	470	370
	53-7062	Laborers and Freight, Stock, and Material Movers, Hand	375	7.5%	\$35,200	462	640
	39-9011	Childcare Workers	335	9.9%	\$30,500	444	340
	43-1011	First-Line Supervisors of Office and Administrative Support Workers	520	2.6%	\$69,500	430	300
	35-2014	Cooks, Restaurant	258	10.4%	\$34,200	402	290
	27-2022	Coaches and Scouts	281	10.1%	\$49,900	393	100
	37-3011	Landscaping and Groundskeeping Workers	314	7.2%	\$37,100	391	290
	25-1011	Business Teachers, Postsecondary	422	2.8%	\$111,200	380	70
	31-1131	Nursing Assistants	360	4.1%	\$30,500	372	380
	35-2021	Food Preparation Workers	249	9.9%	\$27,800	370	360
	43-3031	Bookkeeping, Accounting, and Auditing Clerks	394	3.6%	\$46,000	360	480
	29-1141	Registered Nurses	782	1.6%	\$69,300	351	380
	13-2011	Accountants and Auditors	399	2.5%	\$77,300	330	190
	53-3058	Passenger Vehicle Drivers, Except Bus Drivers, Transit and Intercity	309	16.9%	\$39,000	328	200
	37-2012	Maids and Housekeeping Cleaners	268	10.0%	\$29,400	325	290
	33-9032	Security Guards	284	4.6%	\$41,200	321	100
	35-1012	First-Line Supervisors of Food Preparation and Serving Workers	217	7.5%	\$43,200	304	240
	41-1011	First-Line Supervisors of Retail Sales Workers	355	3.2%	\$50,700	291	290

\*Separations are the sum of labor force exit and occupational transfers

Total Demand: anticipation of number of positions will open in one year.

	31-1121	Home Health Aides	223	3.9%	\$31,600	284	230
	13-1161	Market Research Analysts and Marketing Specialists	256	3.4%	\$69,900	276	90
	21-1093	Social and Human Service Assistants	206	2.6%	\$43,100	268	240
	25-3097	Tutors and Teachers and Instructors, All Other	258	8.1%	\$60,400	267	60
	35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers	162	18.1%	\$36,000	258	170
	25-9031	Instructional Coordinators	292	8.4%	\$79,300	251	130
	39-9032	Recreation Workers	155	12.3%	\$32,000	251	120
	25-2021	Elementary School Teachers, Except Special Education	418	3.8%	\$72,500	242	210
	47-2061	Construction Laborers	242	9.0%	\$47,200	240	260
	13-1111	Management Analysts	249	3.2%	\$90,800	209	90
	15-1232	Computer User Support Specialists	268	3.4%	\$65,900	202	100
	47-2031	Carpenters	231	6.3%	\$50,800	190	170
	53-3032	Heavy and Tractor-Trailer Truck Drivers	189	5.1%	\$42,100	188	410
	13-1071	Human Resources Specialists	190	4.6%	\$73,600	175	100
	25-2031	Secondary School Teachers, Except Special and Career/Technical Education	307	2.5%	\$67,300	168	160
	49-3023	Automotive Service Technicians and Mechanics	216	4.5%	\$37,100	163	170
	53-7061	Cleaners of Vehicles and Equipment	123	7.9%	\$34,600	162	90
	21-1018	Substance Abuse, Behavioral Disorder, and Mental Health	127	2.7%	\$60,400	153	60
	53-3033	Light Truck Drivers	153	4.6%	\$37,500	152	200
	35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	69	17.2%	\$29,700	151	150
	35-3041	Food Servers, Nonrestaurant	85	12.2%	\$30,600	129	60
	25-2011	Preschool Teachers, Except Special Education	146	8.2%	\$41,500	126	70
	29-2061	Licensed Practical and Licensed Vocational Nurses	173	2.4%	\$45,200	123	150
	13-1151	Training and Development Specialists	119	3.8%	\$69,600	120	80
	35-2012	Cooks, Institution and Cafeteria	90	11.4%	\$38,700	117	110
	31-9091	Dental Assistants	102	6.5%	\$39,000	105	70
	39-5012	Hairdressers, Hairstylists, and Cosmetologists	103	9.0%	\$35,200	103	140
	51-1011	First-Line Supervisors of Production and Operating Workers	121	3.3%	\$67,100	102	170
	51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers	122	5.2%	\$43,000	100	190
	51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	99	3.4%	\$40,500	98	160
	47-2111	Electricians	91	3.7%	\$63,300	98	150
	47-2152	Plumbers, Pipefitters, and Steamfitters	99	3.3%	\$62,800	98	70
	25-1021	Computer Science Teachers, Postsecondary	125	2.8%	\$105,900	96	30
	49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers	120	2.3%	\$73,900	95	90
	31-9096	Veterinary Assistants and Laboratory Animal Caretakers	55	2.5%	\$40,800	90	70
	19-4021	Biological Technicians	90	4.5%	\$44,900	87	20
	41-3031	Securities, Commodities, and Financial Services Sales Agents	108	2.7%	\$91,300	86	40
	47-1011	First-Line Supervisors of Construction Trades and Extraction Workers	92	3.5%	\$70,400	84	90
	47-2073	Operating Engineers and Other Construction Equipment Operators	83	6.4%	\$55,700	84	80
	15-1299	Computer Occupations, All Other	118	3.5%	\$77,800	82	0
	51-3011	Bakers	67	6.0%	\$33,300	81	70
	11-9051	Food Service Managers	78	6.1%	\$71,400	72	60
	49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	84	5.9%	\$64,400	72	70
	35-1011	Chefs and Head Cooks	58	12.5%	\$58,100	71	40
	11-2021	Marketing Managers	88	3.1%	\$169,600	71	20
	51-4041	Machinists	80	4.6%	\$45,800	68	110
	37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers	61	4.0%	\$46,500	65	60
	53-3031	Driver/Sales Workers	66	4.6%	\$31,700	64	80
	31-9011	Massage Therapists	56	11.3%	\$50,900	64	20

43-4081	Hotel, Motel, and Resort Desk Clerks	46	12.9%	\$33,400	63	100
27-2012	Producers and Directors	66	5.5%	\$76,600	63	20
27-3041	Editors	66	4.6%	\$65,500	60	30
41-9022	Real Estate Sales Agents	77	5.0%	\$94,200	59	40
27-1024	Graphic Designers	77	6.9%	\$55,600	58	50
11-2022	Sales Managers	77	3.0%	\$121,200	58	30
43-6013	Medical Secretaries and Administrative Assistants	54	2.9%	\$38,100	56	90
15-1257	Web Developers and Digital Interface Designers	77	3.6%	\$66,900	54	10
17-2141	Mechanical Engineers	80	2.9%	\$91,200	48	60
27-4011	Audio and Video Technicians	40	12.1%	\$56,800	44	10
29-2012	Medical and Clinical Laboratory Technicians	69	3.0%	\$53,600	37	50
29-2056	Veterinary Technologists and Technicians	44	3.2%	\$46,800	37	30
11-9041	Architectural and Engineering Managers	49	2.2%	\$146,600	29	40
29-1123	Physical Therapists	64	4.6%	\$78,900	29	20
17-3023	Electrical and Electronic Engineering Technologists and Technicians	34	4.0%	\$65,100	27	60
51-9199	Production Workers, All Other	23	5.5%	\$36,600	23	10
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers	26	3.7%	\$61,000	23	40
35-9099	Food Preparation and Serving Related Workers, All Other	14	23.3%	\$31,800	22	4,500
31-9097	Phlebotomists	23	5.2%	\$41,100	22	20
27-1026	Merchandise Displayers and Window Trimmers	27	6.2%	\$37,800	19	30
41-9099	Sales and Related Workers, All Other	18	7.4%	\$34,300	19	120
19-4031	Chemical Technicians	15	5.6%	\$50,300	13	10
13-2023	Appraisers and Assessors of Real Estate	19	N/A	\$56,300	11	20
13-2082	Tax Preparers	13	5.3%	\$58,000	11	10
29-2031	Cardiovascular Technologists and Technicians	18	4.2%	\$58,800	8	0
	<b>TOTAL: 106 OCCUPATIONS</b>					