



**WIA NOTICE NO. 09-NOT-40**

**TO:** Chief Elected Officials  
Local Workforce Investment Board Chairpersons  
Local Workforce Investment Board Staff  
WIA Fiscal Agents and Grant Recipients  
WIA Program Services Administrators  
Illinois workNet™ Operators  
WIA State Agency Partners  
Other Interested Persons

**SUBJECT:** Industry and Occupational Coding

**DATE:** September 25, 2009

**I. SUBJECT INDEX**

Program Eligibility

**II. PURPOSE**

This notice transmits updated industry and occupational codes found in the North American Industry Classification System (NAICS) and Occupational Information Network – Standard Occupational Codes (O\*Net - SOC) Lists.

**III. ISSUANCES AFFECTED**

A. References:

PY'00 WIA Policy Letter No. 012, Change 2, Eligibility for Title IB of the Workforce Investment Act (February 22, 2002)

B. Rescissions:

WIA Notice No. 07-NOT-23 Industry and Occupational Coding (May 6, 2008)

**IV. BACKGROUND**

Industry and occupational classification systems provide the structure for collecting and aggregating economic data, as well as for analyzing, presenting, and disseminating such data. In 1997, the Office of Management and Budget announced the adoption of a new standardized system for classifying industries.

NAICS is the first industrial classification system used in the United States to employ a unified economic concept and replaces the Standard Industrial Classification (SIC) system. Under NAICS, industries are classified based on their production or supply function. NAICS uses a six-digit classification code, which allows greater flexibility in the coding structure and it expands the economic classification into 20 major sectors and subdivides it into 1170 six-digit codes compared to 10 industry divisions and 1004 four-digit codes under the SIC system. Data for Illinois NAICS codes is available to the four-digit level because the Illinois Department of Employment Security does not evaluate declining industries below this level of detail.

The O\*Net – SOC (Occupational Information Network - Standard Occupational Codes) system funded by the Department of Labor provides a standard set of occupations within the public and private sectors for collecting data and applying common classification principles. Using this information is critical in making informed decisions in employment, training, and business development to support a demand-driven workforce investment system and ensure customers are being targeted in high-growth occupations.

Within the coding system, low-growth occupations are defined as those whose growth is below the statewide average annual growth rate for all occupations over a ten-year period (2006-2016). A customer may qualify if his or her occupation has been determined to be low growth at either the state level or the local workforce area level. Occupations with an average annual growth rate of less than 1.1658% are considered low growth.

**V. COMPONENTS**

This Notice provides instruction in the use of the NAICS and O\*Net - SOC industry and occupational coding systems. The Illinois Workforce Development System (IWDS) has been updated to support the calculations and coding described in this notice. Effective for applications taken after September 25, 2009, the NAICS and O\*Net - SOC code tables should be used for the following:

- A. To determine the eligibility for the “unlikely to return to prior industry or occupation” provision within the dislocated worker program for contact dates on or after September 25, 2009;

**Note:** The contact date is not necessarily the same as the application date. Where the case manager is recording employment information outside of the application process, the current date will be used.

- B. The statewide and local level lists can be found [here](#) on the DCEO website.
- C. A list of the updated nontraditional occupations effective September 25, 2009 can be found [here](#) on the DCEO website.

A dictionary for coding NAICS codes using the 2002 taxonomy can be found at the following website: <http://www.census.gov/epcd/naics02/index.html>.

A dictionary for coding O\*Net – SOC codes can be found at the following website: [http://lmi.ides.state.il.us/PDFs/soc\\_definitions.PDF](http://lmi.ides.state.il.us/PDFs/soc_definitions.PDF).

## **VI. ACTION REQUIRED**

This letter should be distributed to appropriate staff and entities, including those responsible for eligibility, and the process implemented accordingly. Due to the size of the information, the attachments to this Notice will not be distributed. The lists of updated information can be found on the DCEO website at: [http://www.illinoisbiz.biz/dceo/Bureaus/Workforce\\_Development/Resources/WIA+Notices.htm](http://www.illinoisbiz.biz/dceo/Bureaus/Workforce_Development/Resources/WIA+Notices.htm).

## **VII. INQUIRIES**

Inquiries should be directed to DCEO, Gerry Snyder, (217) 558-2456 or [gerry.snyder@illinois.gov](mailto:gerry.snyder@illinois.gov).

## **VIII. EFFECTIVE DATE**

This notice is effective on release.

**IX. EXPIRATION DATE**

This notice will remain in effect until amended or rescinded by DCEO, Bureau of Workforce Development.

Sincerely,

A handwritten signature in black ink, appearing to read 'Therese McMahon', with a stylized, flowing script.

Therese McMahon, Deputy Director  
Bureau of Workforce Development

TM:sg

Attachment(s): A - NAICS Code Listing (website only)  
B - O\*Net – SOC Code Listing (website only)  
C - Non-Traditional Occupations on IWDS (website only)