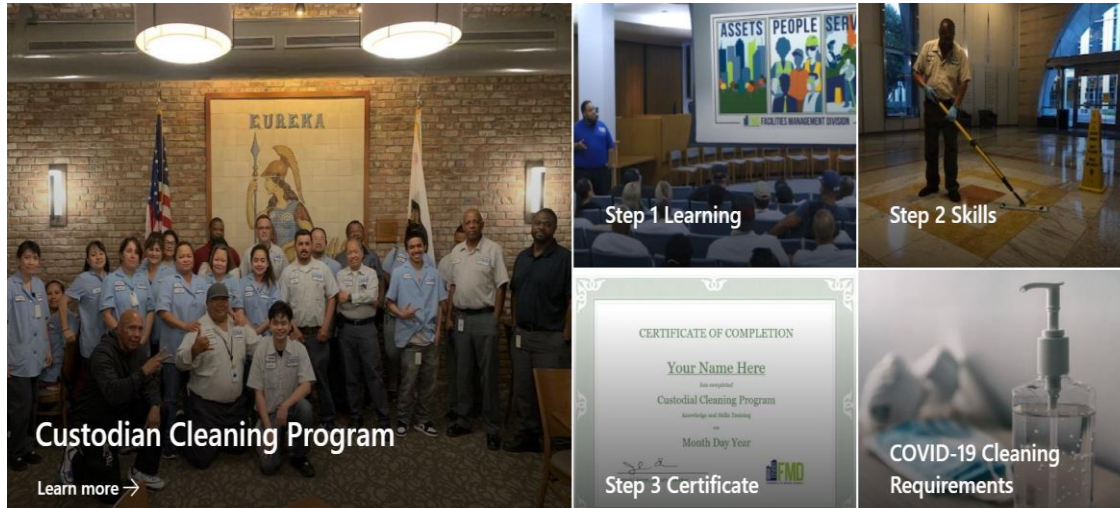


Department of General Services & Service Employees International Union Local 1000

Custodial to Office Administration
Apprenticeship Program
Information Session
May 2023



BAKERSFIELD COLLEGE



Welcome & Introductions

- **Department of General Services (DGS) Facilities Management Division (FMD)**
- **Service Employees International Union (SEIU) Local 1000**
- **Department of Industrial Relations - Division of Apprenticeship Standards (DAS)**
- **US Department of Labor – Office of Apprenticeship (DOL)**
- **Bakersfield College (BC)**

Joint Apprenticeship Committee (11 members comprise the “JAC”)

Department of General Services

- **Jemahl Ämen**, Deputy Director, FMD
- **Amanda Mays**, Assistant to the FMD Dep. Dir.
- **Lucila Gonzalez**, Assistant Deputy Director, FMD
- **Leslie Overton**, DGS Labor Relations

SEIU Local 1000 (Union)

- **Nicole Crist**, District 767 Bargaining Unit 4 Rep.
- **Karen Maddox-Long**, District 722 Bargaining Unit 15 Rep.
- **Sarah McGinn**, Apprenticeship Coordinator
- **Ken Anyanwu**, Success Coordinator

Additional Affiliations – Non Voting Members

- **Laura Thompson**, Strategic Business Advisor, DAS
- **Michael Delatorre**, Apprenticeship Consultant, DOL
- **Sabrina Aguilar**, Apprenticeship Program Dir. – Bakersfield College

What is Apprenticeship?

- Simply put, apprenticeship is learning by doing.
- Formal apprenticeship programs have standards approved by DIR-Division of Apprenticeship Standards (DAS) or US Department of Labor (DOL)
- Involve a combination of paid on-the-job training (OJT) and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation.
- Results in an industry-recognized Certificate of Apprenticeship
- Overseen by a Joint Apprenticeship Committee (JAC)

What is the Custodial to Office Administration Apprenticeship?

- Joint effort between DGS-FMD, SEIU Local 1000, and Bakersfield College to provide career changing opportunities for Custodians.
- Places apprentices in a Training and Development Assignment for 1 to 2 years while they complete on-the-job training and academic study.
- Apprentices obtain the training and education required to pursue one of the following office administration:
 1. Office Technician (General); Program 1 to 2 years
 2. Personnel Specialist; Program is 1 to 2 years
 3. Staff Services Analyst; Program is 2 years

Benefits of Participating in Apprenticeship

- Tuition fees and required course materials for classes are paid for by CAI grant
- Earn and Learn! Develop new skills for an Office Administration classification while retaining your current salary and benefits
- Accommodation of work schedules for participation in coursework
- Support from the Joint Apprenticeship Committee (JAC)

Individualized apprentice support

Early intervention from DGS, SEIU Local 1000's Coordinators, and Bakersfield College

- Presents an opportunity to upskill custodians in to higher paying occupations and provides a pathway to new career opportunities.

Who is eligible to apply?

Minimum Requirements for Eligibility

By the final filing date of June 5, 2023, all apprenticeship applicants:

- Must have full time, perm status in a Custodian classification represented by SEIU 1000 & employed by DGS;
- Must not be on currently probation a T&D, or a limited term assignment;
- Must not have formal discipline or unapproved dock within the last 12 months;
- Must not currently be on academic probation at Bakersfield College;
- Must not have other commitments that conflict with completing the requirements of this apprenticeship;
- Must be eligible to participate in and able to perform the essential duties of the T&D assignment, with or without reasonable accommodation.

Staff Services Analysts Applicants only: Must have completed a minimum of 15 units of semester credits from a WASC accredited college. <https://directory.acswasc.org/new/>

Where is the apprenticeship offered?

Targeted Classification and Locations – In office, onsite

- Sacramento – Office Technician (General), Personnel Specialist, Staff Services Analyst
- Redding – Office Technician (General)
- Bay Area – Office Technician (General), Staff Services Analyst
- Fresno – Office Technician (General)
- Los Angeles (Metro and LA East) – Office Technician (General), Staff Services Analyst
- Southern – Office Technician (General), Staff Services Analyst

DGS Custodians statewide are welcome to apply to any position, but if applying to another geographic location, they must relocate *at their own expense*.

Basic Steps: Apprenticeship Application Process

- 1. Apply to the Fall 2023 semester at Bakersfield College and obtain a Student ID.** You do not need to register in any coursework. If selected as an apprentice, you will be registered in designated coursework.
- 2. Submit your Apprenticeship Application online by 5:00 pm on Monday, June 5, 2023.** You are required to submit a written statement of interest with your application. Note, if you submit your application early, you may go back in and modify it any time prior to the deadline.
- 3. Expect to receive an application status update from the JAC by end of July.**

All current information, application links, and FAQs can be found online at

www.seiu1000.org/grow

Applicant Review and Selection

1. Applicants will initially be screened to determine whether the applicant meets the minimum criteria set forth in the application memo and has submitted a complete and timely application.
2. Eligible applicants will then be ranked according to the scored content expressed in the written statement of interest submitted with their application. Those ranked highest will be invited to interview for the apprenticeship.
3. Interviews will be held by a panel comprised of both Local 1000 and DGS JAC members and leaders. Those who score highest on their interview will be selected for an apprenticeship position.
4. All applicants will be notified of their application status post-interview.

BAKERSFIELD COLLEGE

Academic Overview

- Bakersfield College courses will be offered in an asynchronous, online modality, accessible for apprentices to access statewide.
- BC courses are offered year-round during the Fall, Spring, and Summer semesters.
- Work experience education is supervised employment training extending classroom-based occupational learning directly with employer partners. Eight work experience credits are issued for every 1,000 on-the-job training hours completed, up to 2,000 total OJT hours for the apprenticeship programs. **Note – Work Experience units do not count towards college units earned when evaluation units earned to meet minimum for qualifications a state classification.**
- Apprentices may enroll in additional courses after completing their Apprenticeship program should they aspire to continue pursuing their education.



Enrollment Process

- Students must apply to BC within the CCCApply platform at <https://www.bakersfieldcollege.edu/steps>.
- Students need to include their full name, mailing address, and social security number (SSN)/ITIN/Tax ID on their application. If students do not have a SSN, ITIN or Tax ID, they may visit or call Admission and Records at (661) 395-4301 to obtain a "B" Number.
- Upon completion of your application, your BC student ID number will be structured as "@00" followed by six numbers which are assigned to you. For instance, your ID number may be similar to "@00123456."
- Returning BC students will need to complete an update form by completing the following steps: go to www.bakersfieldcollege.edu, click on InsideBC, sign-in using your BC email address and password, click on MyBanWeb, select Update Form, select the upcoming term, and verify your information is correct before submitting your application.
- You will not need to register for Apprenticeship courses until you are accepted into the Apprenticeship program.

Frequently Asked Questions Related to the Application Process

What is CCC Apply?

California has created an application that is used by all California Community Colleges. It is called CCC Apply.

What if I clicked *Sign Out & Finish* instead of *Continue and Activate Your College Account*?

Clicking *Sign Out & Finish* will return you to the Bakersfield College web site. You should receive an email shortly after you apply with a link to create a college account.

What happens if I didn't click *Sign Out & Finish* and didn't get an email?

If you did not get an email, you may have entered an incorrect email address into the application or the email could be in your email's SPAM folder. You can go to the [Application Lookup](#) where you can enter your *Last Name, last 4 of your SSN and Date of Birth* to return to your application and click *Activate my Account*.

What happens if the Application Lookup link doesn't work?

This may mean that you did not finish your application or that there is a typo in your last name, SSN, or date of birth. You can contact Admissions and Records at bcadmission@kccd.edu or [\(661\) 395-4301](tel:(661)395-4301) for more help.

I'm having difficulty filling out the CCCApply application, and it looks like a technical error. What should I do?

CCCApply has a 24/7/365 student help desk. Phone: [877-247-4836](tel:877-247-4836) Email: support@openccc.net Website: www.ccchelp.info

General Expectations

Students are expected to:

- Remain in good academic standing;
- Complete applicable units with a “C” or better;
- Access academic and student support resources as needed to proactively address concerns impacting academic performance;
- Maintain academic integrity at all times;
- Act in a manner consistent with the Student Code of Conduct, which is set forth in the Kern Community College District Board Policy, at all times.

The Student Handbook may be accessed at <https://www.bakersfieldcollege.edu/studenthandbook>.

Additional Student Resources

- AB540 Student Support Program
- CalWORKs
- Cal-SOAP
- NextUp
- Career Services
- Child Care
- Counseling
- Disabled Student Programs and Services (DSPS)
- Library
- English for Multilingual Students
- Tutoring
- EOPS/CARE
- Renegade Pantry
- Student Employment
- Student Government
- Student Health Center
- Student Housing
- Student Organizations
- Writing Center
- Veteran Services
- and More!

<https://www.bakersfieldcollege.edu/student>

Apprenticeship Coursework (Tent)

Office Technician (General) & Personnel Specialist

Course #	Bakersfield College Course Name	Units	RSI (Instruction) Hours
BSAD B66A	Beginning Keyboarding, Part 1	1	54
BSAD B66B	Beginning Keyboarding, Part 2	1	54
COMP B5	Introduction to Microsoft Office	3	54
ENGL B1A	Expository Composition	3	54
BSAD B88	Office Procedures	3	54
BSAD B51	Business Mathematics	3	54
WEXP*	Work Experience*	16	0

TOTAL UNITS: 30

TOTAL RSI HOURS: 324

Apprenticeship Coursework (Ten)

Staff Services Analyst

Course #	Bakersfield College Course Name	Units	RSI (Instruction) Hours
ACDV B70A	Time Management Strategies for Academic Success	0.5	9
ACDV B70F	Vocabulary Improvement Strategies For Academic Success	0.5	9
BSAD B88	Office Procedures	3	54
COMP B5	Introduction to Microsoft Office	3	54
BSAD B66A	Beginning Keyboarding, Part 1	1	54
ENGL B2	Advanced Composition and Critical Thinking	4	72
ENGL B1A	Expository Composition	3	54
COMM B8	Small Group Communication	3	54
BSAD B65	Principles of Organizational Communication	3	54

(Continued)

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Apprenticeship Coursework (Tent)

Staff Services Analyst (Cont.)

Course #	Bakersfield College Course Name	Units	RSI Hours	
BSAD B5	Human Relations and People Skills	3	54	
BSAD B29	Entrepreneurial Business Plan	3	54	TOTAL UNITS: 61
POLS B1	American Government: National, State, & Local	3	54	TOTAL HOURS: 846
COMM B10	Leadership and Communication	3	54	
BSAD B18	Business Law	3	54	
SOCI B45	Minority Relations	3	54	
BSAD B49D	Purchasing and Contracting	3	54	
BSAD B51	Business Mathematics	3	54	
WEXP*	Work Experience*	16	0	

*Applicants must have completed a minimum of 15 units from an accredited college already to apply to SSA Track



SEIU LOCAL 1000

California's Largest Union of State Employees

SEIU Local 1000 Purpose Statement

The purpose of Local 1000 is to have the power necessary to give our members—and all Californians—the opportunity to have a good life, live in sustainable communities and enjoy the fruits of social, economic and environmental justice.

We will achieve this by engaging and developing our members and by creating strategic alliances with key leaders and organizations who share our purpose and values.



SEIU Local 1000 Coordinators

Role: Local 1000 Coordinators act as liaisons between the apprentices, the colleges, and the JAC. They work to support the apprenticeship programs and identify resources to facilitate the students' success.

Kenneth Anyanwu & Sarah McGinn

1-866-471-7348 (SEIU)

grow@seiu1000.org

www.seiu1000.org/grow

Best Practices for Apprentices

Practice self-direction! This program requires you to demonstrate self-initiative and follow through.

Communicate!! Reach out with any questions or issues you have – as soon as possible

Be responsive and check all emails (including work and personal emails)

Develop relationships with your fellow students – you both will benefit!

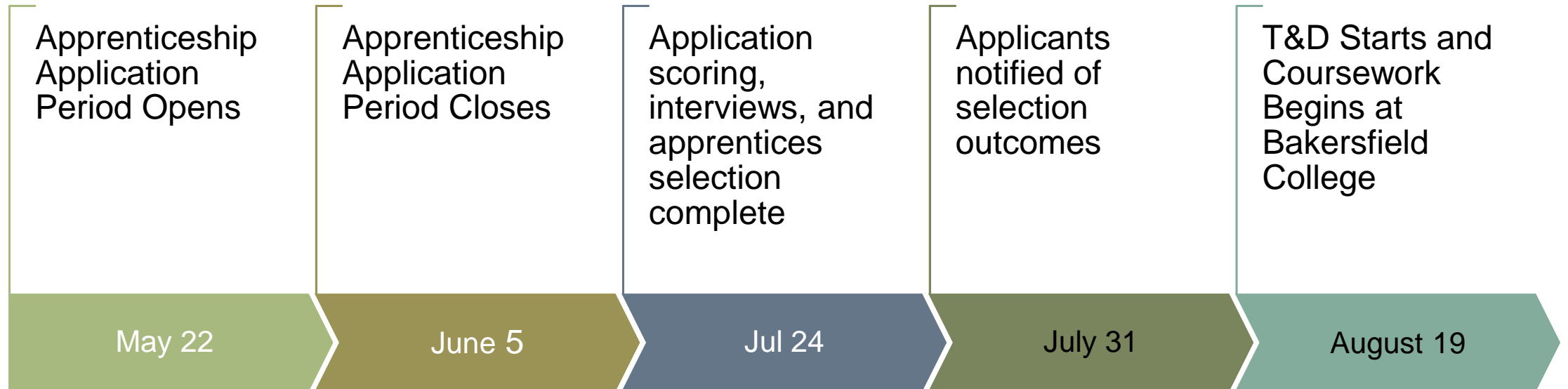
Do not procrastinate – class will move quickly!

Be prepared to make sacrifices

Remember that every day is an interview



Important Dates



Reminder: To be eligible to apply for the Staff Services Analyst apprenticeship, applicants must have a minimum of 15 units of semester credits from a WASC accredited college.

Any Questions



Contact Information

SEIU Local 1000

- Apprenticeship Email: grow@seiu1000.org
- Apprenticeship Website: www.seiu1000.org/grow

Department of General Services:

- Apprenticeship Email: FMDApprenticeship@dgs.ca.gov

Bakersfield College:

- College Application Website: <https://www.bakersfieldcollege.edu/steps>
- Academic Counseling: <https://www.bakersfieldcollege.edu/counseling>

Thank you!