

Civil Service Career Exploration Program Pilot



MEMORANDUM

Date : July 17, 2023

To : Prospective Civil Service Career Exploration Program Pilot Applicants

From : Civil Service Career Exploration Joint Apprenticeship Committee
Partners: SEIU Local 1000, California Department of Human Resources,
American River College, and Department of Industrial Relations - Division of
Apprenticeship Standards

Re : Civil Service Career Exploration Program Pilot and Application Process

Program Description

Service Employees International Union Local 1000 (Local 1000), the California Department of Human Resources (CalHR), American River College (ARC), and the Department of Industrial Relations - Division of Apprenticeship Standards (DAS), are pleased to announce the inaugural application period for the Civil Service Career Exploration Program Pilot. This pilot program is designed to provide state employees, who meet specific criteria, with opportunities to gain skills which will enhance their current careers and exposure to some of the education which may be offered within our current Financial Services and IT non-traditional apprenticeships. This program offers career enhancement to employees who seek to upskill themselves and offers an introduction to industry sectors which may be of future interest to them. This program aims to offer a chance for growth and increased career mobility to participants. Below is an outline of the required coursework:

- Required
 - First Term: BUS 100 - English for the Business Professional OR HCD 310 – College Success;
 - Second Term: ACCT 101 - Financial Accounting (Financial Services track) OR CISC 310 - Introduction to Computer Information Science (IT track);
- Elective
 - CISA 315 - Introduction to Electronic Spreadsheets

The Civil Service Career Exploration Program Pilot is grant funded and administered by SEIU Local 1000, CalHR, DAS and ARC. It is designed for a cohort of incumbent state employees who meet minimum application criteria and have not previously had to opportunity to engage with the aforementioned coursework and who seek career enhancement opportunities. When offerings are available and if minimum application requirements are met, participants will earn priority consideration when competing for one of the following civil service apprenticeships: Financial Services Apprenticeship Program, IT Helpdesk Apprenticeship Program; zSystems Apprenticeship Program; Cybersecurity Apprenticeship Program.

While there is no cost to program participants for tuition, books, or instruction, those applying must be prepared to work hard and should be aware of the personal time commitment required. This pilot program is a self-directed undertaking for those selected to participate. Participants should expect to complete the required program coursework in the evenings after work and on weekends during the academic term. Participants are expected to complete the program within two sequential academic terms. Applicants must select to pursue only one of the following tracks: the Financial Services track or the IT track.

The program is currently limited to applicants working in the departments below:

- Employment Development Department (EDD)
- Department of State Hospitals (DSH)
- Franchise Tax Board (FTB)

Application Process

Classes are scheduled to begin as early as October 2023, and **applications must be submitted no later than 5:00 p.m. on July 21, 2023.** Incomplete applications will not be considered. In order to apply, you must do the following:

1. Apply to American River College for the Fall 2023 semester at:
<https://www.arc.losrios.edu/admissions/get-started-and-apply>
2. Complete the Civil Service Career Exploration Program Pilot Application at:
<https://search.seiu1000.org/apprenticeship.php>

Application Review

The Civil Service Career Exploration Joint Apprenticeship Committee, with the assistance of the respective departmental human resources offices, will conduct a review of each application

packet to ensure applicants meet the following minimum criteria by the final filing date of July 21, 2023:

Each applicant MUST:

- Be in a classification represented by SEIU Local 1000;
- Have permanent, full-time, civil service status in a participating department (listed above);
- Not currently be on probation, a T&D, or a limited term assignment;
- Not have formal written discipline within the last 12 months;
- Not have AWOL or unapproved dock within the last 12 months;
- Not be in a negative academic standing status at the partnering educational institution (ARC/Los Rios);
- Not have other commitments that conflict with completing the requirements of this pilot program.

Applications received will be evaluated and screened based on the criteria above to ensure minimum criteria is met. Eligible applicants will be will be chosen by a randomized selection process. Applicants who are accepted into the program will be notified by the committee. Additional steps will be defined at that time and class enrollment will follow.

Should you have questions or require more information, please review the FAQs. Any questions not addressed by the FAQs can be directed to SEIU Local 1000 via email at grow@seiu1000.org. You may also visit CalHR's webpage for additional information on the [Civil Service Career Exploration Program Pilot](#) webpage.

cc: Civil Service Career Exploration Joint Apprenticeship Committee Members