

Financial Services Apprenticeship Program



MEMORANDUM

Date : August 30, 2022

To : Prospective Financial Services Apprenticeship Applicants

From : Financial Services Apprenticeship Program Joint Apprenticeship Committee
Partners: SEIU Local 1000, American River College, and Division of
Apprenticeship Standards, Department of Industrial Relations, California
Department of Human Resources

Re : Financial Services Apprenticeship Program and Application Process

Program Description

The Division of Apprenticeship Standards at the Department of Industrial Relations, Service Employees International Union Local 1000 (Local 1000), American River College (ARC), and the State of California Department of Human Resources (CalHR) are pleased to announce the third application period for the Financial Services (FS) Apprenticeship Program. This apprenticeship program is designed to provide upward mobility opportunities for state employees, who meet specific criteria, and allow them to obtain industry-valued skills for financial services occupations.

The FS Apprenticeship Program is grant funded and administered by ARC. It is designed for a cohort of incumbent state employee apprentices to enter a training and development assignment (T&D) in a financial services classification. The T&D will last up to two years and consist of on-the-job training along with completion of community college coursework. Upon successful completion of the program, apprentices will meet minimum qualifications needed to apply for a civil service financial services classification. This classification may vary depending on the apprentice's department, individual background, education, and experience. However, apprentices participating in the apprenticeship will prepare to meet the minimum qualifications for one of the following classifications: Tax Auditor or Accountant Trainee.

While there is no cost to apprentices for tuition, books, or instruction, those applying must be prepared to work hard and make personal sacrifices. Apprentices should expect to attend class at least twice a week in the evenings after work or online and continue coursework year-round. Apprentices are also encouraged to continue employment with the State of California for two years after program completion.

The program is currently limited to applicants working in the departments below. The list below also indicates the apprenticeship occupation(s) each department is offering and the location:

- California Department of Corrections and Rehabilitation (CDCR)
Accountant Trainee - Sacramento
- California Department of Tax and Fee Administration (CDTFA)
Tax Auditor - Sacramento
- California Public Employees Retirement System (CalPERS)
Accountant Trainee - Sacramento
- California State Lottery (CaLottery)
Accountant Trainee - Sacramento
- Department of Industrial Relations (DIR)
Accountant Trainee - Sacramento and San Francisco
- Department of State Hospitals (DSH)
Accountant Trainee - Patton, Atascadero, and Coalinga
- Employment Development Department (EDD)
Accountant Trainee and Tax Auditor - Sacramento

Application Process

Classes are scheduled to begin as early as January 2023, and **applications must be submitted no later than 5:00 p.m. on September 15, 2022.** Incomplete applications will not be considered. In order to apply, you must do the following:

1. Apply to American River College for the Spring 2023 semester at:
(*Los Rios/ARC applications for Spring 2023 semester open on September 1, 2022)
<https://www.arc.losrios.edu/admissions/get-started-and-apply>
2. Complete the Online Apprenticeship Application at:
(*Applicants interested in applying to multiple opportunities hosted by their department will need to submit separate applications for each opportunity they would like to be considered for.)
<https://search.seiu1000.org/apprenticeship.php>

Application Review

The 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 September 15, 2022:

Each applicant **MUST**:

- Be in a classification represented by SEIU Local 1000;
- Work in the geographic area/location defined by the participating department(s) for which the applicant is eligible or relocate to that area at the applicant's own cost;
- Have permanent, full-time, civil service status in a participating department (listed on page 2).
- Be eligible to participate in and able to perform the essential duties of the T&D assignment, with or without reasonable accommodation;
- Not have formal written discipline within the last 12 months;
- Not have unapproved dock within the last 12 months;
- Not currently be on probation, a T&D, or a limited term assignment;
- 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 apprenticeship program.

Applications will be evaluated and screened based on the criteria above. Additional screening tools (i.e. an aptitude exam) may be required. Applicants will be ranked, and those ranked highest within their department will be invited to interview for the apprenticeship. Applicants who are accepted into the program will be notified by the Joint Apprenticeship Committee. Additional steps will be defined at that time, and class enrollment will follow.

Should you have questions or require more information, please contact SEIU Local 1000 at (866) 471-7348 or via email at grow@seiu1000.org.

cc: FS Joint Apprenticeship Committee Members