

IT Apprenticeship Program



MEMORANDUM

Date : May 13, 2019

To : Prospective IT Apprenticeship Applicants

From : IT Apprenticeship Program – Joint Apprenticeship Committee
(GovOps, SEIU Local 1000, Mission College)

Re : IT Apprenticeship Program and Application Process

Program Description

The California Government Operations Agency (“GovOps”) and Service Employees International Union Local 1000 (“Local 1000”) are pleased to announce a new application period for the IT Apprenticeship Program. The apprenticeship program is a Civil Service Improvement Initiative pilot program offered in partnership with Mission College. It is designed to provide upward mobility opportunities for state employees in the greater Sacramento area, who meet specific criteria, and allow them to obtain IT skills.

The IT Apprenticeship Program is grant funded and administered by Mission College through Sacramento City College. It is designed for a cohort of incumbent state employee apprentices to enter a training and development assignment in an Information Technology position. The assignment will last up to two years and consist of on-the-job training along with completion of community college classes. Upon successful conclusion of the program, apprentices will meet qualifications for a civil service IT classification. This classification

may vary depending on the apprentice's individual background, education, and experience. We are currently recruiting for the fourth cohort of this program. The focus of this cohort will be the Helpdesk/Client Services domain.

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 and continue coursework year-round. Apprentices will also need to commit to continue employment with the State of California for two years after program completion.

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

- California Correctional Health Care Services
- California Department of Corrections and Rehabilitation
- California Highway Patrol
- California Public Employees' Retirement System
- Department of General Services
- Department of Justice
- Department of Motor Vehicles
- Department of Rehabilitation
- Department of Transportation
- Department of Veterans Affairs
- Employment Development Department
- Fi\$cal
- Franchise Tax Board

Application Process

Classes are scheduled to begin as early as August 2019 and **applications must be submitted no later than 5:00 p.m. on Friday, May 24, 2019.** Incomplete applications will not be considered. In order to apply, you must do the following:

1. Complete the online IT Apprenticeship Program Application at <https://www.surveymonkey.com/r/ITApprenticeship2019>
2. Apply to Sacramento City College for Fall 2019
3. Submit an application packet consisting of the following:
 - Criteria Form
 - Authorization/Release of Official Personnel File Form
 - Copy of your unofficial transcripts (supporting Criteria Form)

This packet may be submitted via email to grow@seiu1000.org. You may also submit application via mail or hand delivery to the following address:

SEIU Local 1000, IT Apprenticeship, 1808 14th Street, Sacramento, CA, 95811

Application Review

The Joint Apprenticeship Committee, with the assistance of CalHR, will conduct a review of each application packet to ensure applicants meet the following **minimum criteria**:

- Must be represented by SEIU Local 1000;
- Must work in the greater Sacramento area: Auburn, Carmichael, Davis, Elk Grove, Fairfield, Fair Oaks, Folsom, Galt, Gold Run, Lodi, Mather, McClellan, Orangevale, Placerville, Rancho Cordova, Represa, Rocklin, Roseville, Sacramento, Stockton, Vacaville, West Sacramento, Woodland, or Yuba City;
- Must not have written discipline or unapproved dock within the last 12 months;
- Must have permanent, full-time, civil service status;
- Must not currently be on probation or on a training and development assignment (“T&D”) or limited term assignment;
- Must be eligible to participate in and able to perform the essential duties of the T&D assignment, with or without reasonable accommodation;
- Must not be on academic probation at the partnering educational institution;
- Must have completed at least 3 units of college level IT coursework with a grade “C” or better.

Applications will be evaluated and ranked based on completion of the above minimum criteria. Those ranked highest within their department will be invited to interview for the apprenticeship. Acceptance into the program will be based upon interview performance. Applicants who are accepted into the program will be notified by 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: IT Joint Apprenticeship Committee Members