

# Department of General Services, SEIU Local 1000, and Bakersfield College Custodial to Office Administration Apprenticeship Program



## MEMORANDUM

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**Date :** May 22, 2023

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**To :** Prospective Custodial to Office Administration Apprenticeship Applicants

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**From :** Custodial to Office Administration Joint Apprenticeship Committee  
Partners: Department of General Services, SEIU Local 1000, Bakersfield College, Division of Apprenticeship Standards - Department of Industrial Relations, and U.S. Department of Labor

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**Re :** Custodial to Office Administration Apprenticeship and Application Process

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### Program Description

The Department of General Services (DGS), Service Employees International Union Local 1000 (Local 1000), Division of Apprenticeship Standards – Department of Industrial Relations (DIR-DAS), U.S. Department of Labor (DOL), and Bakersfield College are pleased to announce the first application period for the Custodial to Office Administration Apprenticeship. It is designed to provide upward mobility opportunities for custodial employees and allow them to obtain industry-valued skills for office administration occupations.

The Custodial to Office Administration Apprenticeship is funded by a California Apprenticeship Initiative grant and administered by Bakersfield College. Cohorts are comprised of incumbent custodial employees of DGS' Facilities Management Division (FMD) who enter a Training and Development ("T&D") assignment to apprentice as Office Technicians (General), Personnel Specialists, or Staff Services Analysts. The T&D assignment will last up to two years and will consist of on-the-job training along with the completion of related supplemental instruction offered by Bakersfield College. Upon successful completion of the program, apprentices will meet the minimum qualifications to apply for a civil service office administration classification.<sup>1</sup> This classification may vary depending on the apprentice's individual background, education,

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<sup>1</sup> To receive an appointment to an Office Technician (General), Personnel Specialist, or Staff Services Analyst position/classification at the end of the apprenticeship, the apprentice must apply for the position and be selected as the top candidate.

and experience. This program has been developed by subject matter experts to provide apprentices with the education, experience, and skills necessary to be a highly competitive candidate.

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 during the week in the evenings after work and continue coursework year-round. Apprentices are also encouraged to continue employment with the state of California for a minimum of two years after program completion.

The DGS apprenticeship offerings are located below, and work assignments will be in-office and on-site. (Remote or hybrid assignments are not offered at this time.) DGS Custodians statewide are welcome to apply to any position, but if applying to another geographic location, they must relocate at their own expense.

- 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

## Application Process

Classes are scheduled to begin as early as August 2023, and **applications must be submitted and received no later than 5 p.m. on June 5, 2023.** Incomplete applications will not be considered. In order to apply, complete these steps:

1. Apply to Bakersfield College for the Fall 2023 semester at:  
<https://www.bakersfieldcollege.edu/steps>
2. Complete the Online Apprenticeship Application at:  
<https://search.seiu1000.org/apprenticeship.php>

(If you are unable to apply using the link above, please email [grow@seiu1000.org](mailto:grow@seiu1000.org))

## Application Review

The Joint Apprenticeship Committee, with the assistance of the DGS Office of Human Resources (OHR), will conduct a review of each application packet by the final filing date of June 5, 2023 to ensure applicants meet the following minimum criteria:

**Each applicant MUST:**

- Be in a Custodian classification represented by SEIU Local 1000;
- Work in the geographic area/location defined by DGS for which the applicant is eligible, or relocate to that area at the applicant's own expense;
- Have permanent, full-time, civil service status as a Custodian working for DGS;
- 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 have a status of negative academic standing at the partnering educational institution (Bakersfield College/KCCD); and
- Not have other commitments that conflict with completing the requirements of this apprenticeship program.
- *If applying to the Staff Services Analyst track*, applicants must have a minimum of 15 units of semester credits from a WASC accredited college. (A directory of WASC accredited colleges can be accessed here: <https://directory.acswasc.org/new/>)

Applications will be screened based on the criteria above. Eligible applicants will then be ranked according to the content expressed in the written statement of interest submitted with their application. Those ranked highest 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](mailto:grow@seiu1000.org).

cc: Department of General Services and SEIU Local 1000 Custodial to Office  
Administration Joint Apprenticeship Committee Members

**EEO and Reasonable Accommodations:** Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to DGS' EEO Office.

**EEO Contact:**

EEO Main line: (916) 376-5127

DGSEEO@dgs.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.