

IT Apprenticeship Program



MEMORANDUM

Date : August 25, 2020

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 areas, who meet specific criteria, and allow them to obtain IT skills.

*Note that if you have previously been unable to apply to the IT Apprenticeship because you were ineligible to participate in the Training and Development Assignment (T&D) utilized, **you may now be eligible.** T&D regulations have changed to allow employees to participate in apprenticeships regardless of current salary, classification, or IT classification series.*

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 T&D in an Information Technology Associate 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 for a Helpdesk/Client Services cohort.

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 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 following departments:

California Correctional Health Care Services
California State Teachers' Retirement System
Department of General Services
Department of Rehabilitation
Department of Transportation

Application Process

Classes are scheduled to begin as early as January 2021 and **applications must be submitted and RECEIVED no later than 5:00 p.m. September 9, 2020.** 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/ITApprenticeship2020>
2. Obtain a Los Rios Community College District ID by applying at <https://losrios.edu/admissions/get-started-and-apply>
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 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 HR professionals, will conduct a review of each application packet to ensure applicants meet the following **minimum criteria**:

- Must be in a classification that is 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, Marysville, 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, on a T&D, or a 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 screened based on the criteria above. Additional screening tools (i.e. an aptitude exam such as the Armed Services Vocational Aptitude Battery or MyInnerGenius) may be applied. 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: IT Joint Apprenticeship Committee Members