

Civil Service Career Exploration Program Pilot



Applicant FAQs

What is the Civil Service Career Exploration Program Pilot?

The Civil Service Career Exploration Program is a grant funded pilot program jointly administered by SEIU Local 1000, CalHR, DIR-DAS, and American River College (ARC). It is designed for a cohort of incumbent state employees. This program will consist of completion of community college coursework aimed at a Financial Services track or an IT track. This program is designed to provide state employees, who meet specific criteria, with opportunities to gain skills which will enhance their current careers, an introduction to new industry sectors, and exposure to education which may be offered within our current Financial Services and IT apprenticeships.

Is this an apprenticeship?

No. This program is designed to primarily provide participants with valuable college-level education and career skills applicable to all occupations, as well as expose participants to some curriculum which may be covered in our Financial Services and IT apprenticeships.

How frequently is it offered?

The first cohort of this pilot program is intended to serve up to 140 participants. The offering of subsequent cohorts for this pilot program is to be determined.

What happens after I complete the program?

Upon successful completion of this pilot program, graduates will have earned skills and knowledge to immediately enhance their current careers, as well as exposure to curriculum that may be covered in the target non-traditional apprenticeship program. Graduates will also be exposed to skills which may help with preparation to compete for one of the following apprenticeships, when offerings are available: Financial Services Apprenticeship Program; IT Helpdesk Apprenticeship Program; zSystems Apprenticeship Program; Cybersecurity Apprenticeship Program.

What is the Joint Apprenticeship Committee (JAC)?

The JAC is a partnership between labor and management which established and administers the program. It is comprised of an equal number of representatives from management and labor, as well as representatives from Division of Apprenticeship Standards and American River College.

Is the program available to employees in all departments?

The list of eligible participating departments is available in the Application Memo.

Where is the program offered?

The program is offered statewide as the coursework is offered online and there is no Training and Development Assignment (T&D) associated with this program.

What are the minimum applicant requirements?

Each applicant must:

- Be in a classification represented by SEIU Local 1000;
- Have permanent, full-time, civil service status in a participating department (listed in Application Memo);
- 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.

I have unapproved dock within the last 12 months, am I eligible to apply?

No, you are not eligible to apply. Unapproved dock within the last 12 months disqualifies applicants from consideration in this program. However, individuals with other forms of dock may be considered for acceptance.

Is there an overview of the application process?

The application process generally consists of the following steps:

- Application submission by July 21, 2023;
- Eligibility review by participating departmental HR;
- Applicant selection & notification;
- Program and course registration;
- Begin Fall 2023 Semester – 2nd 8 Weeks at ARC.

Please refer to the Application Memo and Application for additional details.

Who pays for the classes?

School fees and tuition are paid for by a California Apprenticeship Initiative grant administered by American River College in Sacramento.

Who enrolls me in the required courses?

Those who are selected for participation will be enrolled in the required coursework by the JAC. However, as a part of the application process, applicants must independently apply to ARC for the Fall 2023 academic term and must provide their student ID number with their application.

Are there prerequisites?

No college prerequisites are required, however, applicants should be aware of the personal time commitment to be successful if selected to participate in the program.

What is the curriculum?

The scheduled curriculum amounts to up to 8 college level units and will be delivered online by American River College. Applicants will not be granted credit for prior completion of equivalent coursework and are required to complete the entire program curriculum. Curriculum consists of the following courses:

- Required Coursework
 - 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 Coursework
 - CISA 315 - Introduction to Electronic Spreadsheets

Can I apply to multiple tracks for this program? What if I have already taken this coursework?

Applicants are permitted to select only one occupational track; the Financial Services track or the IT track. Applicants should not apply to any track that requires them to repeat a course (i.e. If you are interested in the IT track and have already completed CISC 310 or the equivalent, this track would not be benefit you. However, you may benefit from the Financial Services track, if that career path is of interest to you).

What is the time commitment of the program?

You will be expected to attend classes and complete homework on your own time a couple of evenings per week or on weekends for the duration of the program.

How long is the program?

The program must be completed within two sequential academic terms. For example, Fall 2023 and Spring 2024

Where can I get more information?

Please visit <http://www.seiu1000.org/grow>.