

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



Applicant FAQs

What is the Department of General Services, SEIU Local 1000, and Bakersfield College Custodial to Office Administration Apprenticeship?

The Department of General Services, SEIU Local 1000, and Bakersfield College Custodial to Office Administration Apprenticeship provides you with the instruction, training, and experience necessary to transfer or promote into an administrative role within state service. It is a formal apprenticeship program approved by the US Department of Labor (DOL) and the Division of Apprenticeship Standards under the Department of Industrial Relations (DAS-DIR). This apprenticeship is a combination of on-the-job training and cohort-based online instruction. Apprentices train in one of three distinct occupational tracks: Office Technician (General), Personnel Specialist, and Staff Services Analyst. Upon entering the program, you will be moved from your current classification into a Training and Development ("T&D") assignment in one of the aforementioned roles. You will also receive college instruction in a variety of topics relevant to your targeted occupational track.

Is the apprenticeship available to employees in all departments?

No. Recruitment for this cohort is program is restricted to custodial employees (bargaining unit 15) employed by DGS. Additional eligibility details are available in the Application Memo.

Where is the program offered?

The apprenticeship is offered in multiple geographic locations. Applicants must be willing to work in the geographic work location designated by DGS during the term of the apprenticeship. Applicants outside the geographic work location designated by their department are eligible to apply, but must be able to relocate to the defined geographic work location at their own cost.

How frequently is it offered?

This is currently a pilot program. However, if it proves successful, the apprenticeship may be offered annually for cohorts of up to 30 apprentices.

Who is eligible to apply?

The apprenticeship is open to custodial employees (bargaining unit 15) in DGS who have permanent status in their classification. Applicants must be eligible to participate in their targeted T&D Assignment. Other minimum criteria can be found in the Application Memo.

What is the JAC?

JAC stands for Joint Apprenticeship Committee, and it is the labor/management committee formed to establish and maintain the apprenticeship. It is comprised of an equal number of representatives from DGS management and SEIU Local 1000, along with representatives from

the US Department of Labor, Division of Apprenticeship Standards under the Department of Industrial Relations, and Bakersfield College.

Who pays for the classes?

Your school fees related to the apprenticeship are paid for by a California Apprenticeship Initiative grant.

Are there prerequisites?

There is a requirement that applicants pursuing the Staff Services Analyst track have demonstrated successful completion of at least 15 units of accredited coursework from an accredited college. There is no prerequisite coursework is required for the Office Technician (General) and Personnel Specialist tracks.

How long is the program?

The Office Technician (General) and Personnel Specialist tracks are 1 to 2 years in duration, depending on the apprentice's need. The Staff Services Analyst track is 2 years in duration. However, apprentices may be granted credit for prior experience, potentially allowing them to complete the program in less time.

What is the time commitment of the program?

You will be expected to attend classes on your own time a couple of evenings per week during the term of your apprenticeship. However, you may also receive some paid time during the week for group study, lab work, tutoring and mentoring.

What is the curriculum?

The curriculum has been selected by subject matter experts and focuses on English, Math, and Communications. Curriculum is rigorous and varies depending on the designated occupational track. Some of the coursework apprentices may expect to engage with include: Business English, Business Math, College Algebra, and Keyboarding, to name a few.

Do I have to leave my department?

No, you will remain at DGS.

What salary do I earn while in the apprenticeship?

You will be paid the same salary as you are paid in your current position, and will be eligible for Merit Salary Adjustments (MSA), General and Special Salary Increases, and Alternate Range movement as you would have otherwise been eligible. For example: If you are currently a Custodian and are receiving the maximum salary of the Custodian classification, you will continue to receive the salary of the Custodian classification during the term of your apprenticeship. If you have not attained the maximum salary range of your current classification, you will be eligible to receive MSAs during the term of the apprenticeship until you reach the maximum salary range of the classification you held prior to beginning the apprenticeship.

Will I still be eligible to receive my pay differential?

You will still receive any pay differential for which you are eligible. *However, many differentials will not apply in the T&D assignment (bilingual, call center, shift, R&R, etc.).*

What happens after I complete the program?

After you complete the apprenticeship program, you will meet the minimum qualifications for either the Office Technician, Personnel Specialist, or Staff Services Analyst classification and will be eligible to apply for the exam. However, depending on your personal educational background and work experience, you may meet the minimum qualifications of your target classification prior to the end of the program. When your T&D assignment ends, you will return to your former position until you are hired into an office administration position through the merit process.

I have unapproved dock or I have been absent without leave (AWOL) within the last 12 months, am I eligible to apply?

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

Where can I get more information?

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