

# Financial Services Apprenticeship Program



## MEMORANDUM

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**Date :** October 1, 2019

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**To :** Prospective Financial Services Apprenticeship Applicants

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**From :** Financial Services Apprenticeship Program Joint Apprenticeship Committee  
Partners: State of California Government Operations Agency, SEIU Local 1000, American River College, Employment Development Department, Department of Justice, Department of Rehabilitation, California Department of Taxes and Fee Administration

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**Re :** Financial Services Apprenticeship Pilot Program and Application Process

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### Program Description

The State of California Government Operations Agency ("GovOps"), Service Employees International Union Local 1000 ("Local 1000"), American River College ("ARC"), Employment Development Department ("EDD"), Department of Justice ("DOJ"), Department of Rehabilitation ("DOR"), and the California Department of Taxes and Fee Administration ("CDTFA") are pleased to announce the inaugural application period for the Financial Services ("FS") Apprenticeship Program. This apprenticeship program is designed to provide upward mobility opportunities for state employees in the greater Sacramento area, who meet specific criteria, and allow them to obtain industry-valued skills for financial services occupations.

The FS Apprenticeship Program is grant funded and administered by ARC. It is designed for a cohort of incumbent state employee apprentices to enter a training and development assignment in a financial services classification. The assignment will last up to two years and consist of on-the-job training along with completion of community college coursework. Upon successful completion of the program, apprentices will meet minimum qualifications for a civil service financial services classification. This classification may vary depending on the apprentice's department, individual background, education, and experience. We are currently recruiting for the first cohort of this program. Apprentices participating in the first cohort will prepare to meet the minimum qualifications for one of the following classifications: Tax Auditor-BOE, Tax Auditor-EDD, Tax Compliance Representative, and Accountant Trainee.

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 Department of Tax and Fee Administration
- Department of Justice
- Employment Development Department
- Department of Rehabilitation

## **Application Process**

Classes are scheduled to begin as early as January 2020 and **applications must be submitted no later than 5:00 p.m. on October 18, 2019.** Incomplete applications will not be considered. In order to apply, you must do the following:

1. Complete the online FS Apprenticeship Program Application at:  
<https://www.surveymonkey.com/r/FSapprenticeship>;
2. Apply to American River College for Spring 2020 at:  
<https://www.arc.losrios.edu/admissions/get-started-and-apply>;
3. Submit the Application Packet which consists of the following:
  - Application Form
  - Authorization to Review Official Personnel File
  - Written Statement of Interest
  - Copies of any unofficial college transcripts

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

SEIU Local 1000, FS Apprenticeship, 1808 14<sup>th</sup> 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 in a classification represented by SEIU Local 1000;
- Must work in the Sacramento area during the term of the apprenticeship *or* be willing to relocate to Sacramento at the applicant's own cost during the term of the apprenticeship;
- Must have permanent, full-time, civil service status in a participating department (CDTFA, DOJ, DOR, or EDD). Limited Term employees will be required to terminate their limited term appointment prior to being appointed to the Training and Development Assignment (T&D).
- 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 have formal written discipline within the last 12 months;
- No unapproved dock within the last 12 months;
- Must not currently be on probation;
- Must not be in a negative academic standing status at the partnering educational institution(s);
- Applicants may not have other commitments that conflict with completing the requirements of this apprenticeship program.

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 "ASVAB") 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 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: FS Joint Apprenticeship Committee Members