

# Financial Services Apprenticeship Program



## MEMORANDUM

---

**Date :** June 11, 2021

---

**To :** Prospective Financial Services Apprenticeship Applicants

---

**From :** Financial Services Apprenticeship Program Joint Apprenticeship Committee  
Partners: SEIU Local 1000, American River College, and Division of Apprenticeship Standards, Department of Industrial Relations, California Department of Human Resources

---

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

---

### Program Description

The Division of Apprenticeship Standards at the Department of Industrial Relations, Service Employees International Union Local 1000 (Local 1000), American River College (ARC), and the State of California Department of Human Resources (CalHR) are pleased to announce the second application period for the Financial Services (FS) Apprenticeship Program. This apprenticeship program is designed to provide upward mobility opportunities for state employees, 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 needed to apply for a civil service financial services classification. This classification may vary depending on the apprentice's department, individual background, education, and experience. However, apprentices participating in the apprenticeship will prepare to meet the minimum qualifications

for one of the following classifications: Tax Auditor, Tax Compliance Representative, or 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 or online 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 departments below. The table below also indicated the apprenticeship occupation(s) each department is offering.

<i><b>Participating Department</b></i>	<i><b>Apprentice Occupation</b></i>
California Highway Patrol (CHP)	Accountant Trainee
California Department of Tax and Fee Administration (CDTFA)	Accountant Trainee Tax Auditor
Department of Financial Protection and Innovation (DFPI)	Accountant Trainee
Department of General Services (DGS)	Accountant Trainee
Department of Rehabilitation (DOR)	Accountant Trainee
Department of Parks and Recreation (CDPR)	Accountant Trainee
Employment Development Department (EDD)	Tax Compliance Representative

## **Application Process**

Classes are scheduled to begin as early as August 2021, and **applications must be submitted no later than 5:00 p.m. on June 25, 2021.** Incomplete applications will not be considered. In order to apply, you must do the following:

1. Apply to American River College for the Fall 2021 semester at:  
<https://www.arc.losrios.edu/admissions/get-started-and-apply>
2. Complete the Online Apprenticeship Application at:  
<https://search.seiu1000.org/apprenticeship.php>

## **Application Review**

The Joint Apprenticeship Committee, with the assistance of the respective departmental human resources offices, will conduct a review of each application packet to ensure applicants meet the following minimum criteria.

### **Each applicant MUST:**

- Be in a classification represented by SEIU Local 1000;
- 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;
- Have permanent, full-time, civil service status in a participating department (listed above). Current limited term employees will be required to terminate their limited term appointment prior to being appointed to the Training and Development Assignment (T&D);
- 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;
- 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 apprenticeship program.

Applications will be evaluated and screened based on the criteria above. Additional screening tools (i.e. an aptitude exam) may be required. 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](mailto:grow@seiu1000.org).

cc: FS Joint Apprenticeship Committee Members