

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



MEMORANDUM

Date : September 5, 2025

To : Prospective Custodial to Office Administration Apprenticeship Applicants

From : Custodial to Office Administration Joint Apprenticeship Committee
Partners: Department of General Services, SEIU Local 1000, Bakersfield College, Division of Apprenticeship Standards- Department of Industrial Relations

Re : Custodial to Office Administration Apprenticeship and Application Process

Program Description

The Department of General Services (DGS), Service Employees International Union Local 1000 (Local 1000), Division of Apprenticeship Standards at the Department of Industrial Relations (DIR-DAS), and Bakersfield College are pleased to announce the second application period for the Custodial to Office Administration Apprenticeship. It is designed to provide upward mobility opportunities for custodial employees and allow them to obtain industry-valued skills for office administration occupations.

The Custodial to Office Administration Apprenticeship is funded by a California Apprenticeship Initiative grant and administered by Bakersfield College. Cohorts are comprised of incumbent custodial DGS Facilities Management Division (FMD) employees who enter a Training and Development ("T&D") assignment to apprentice as Office Technicians (General). The T&D assignment will last up to two years and consist of on-the-job training along with the completion of related supplemental instruction offered by Bakersfield College. Upon successful completion of the program, apprentices will meet the minimum qualifications to apply for a civil service office administration classification.¹ This classification may vary depending on the apprentice's individual background, education, and experience. This program has been developed by

¹ To receive an appointment to an Office Technician (General) position/classification at the end of the apprenticeship, the apprentice must apply for the position and be selected as the top candidate.

subject matter experts to provide apprentices with the education, experience, and skills necessary to be a highly competitive candidate.

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 during the week in the evenings after work and continue coursework year-round. Apprentices are also encouraged to continue employment with the State of California for a minimum of two years after program completion.

The DGS apprenticeship offerings are located below, and work assignments are in-office, on site. (Remote or hybrid assignments are not offered at this time). DGS Custodians statewide are welcome to apply to any position, but if applying to another geographic location, they must relocate at their own costs.

- Sacramento – Office Technician (General)
 - 1 HQ 8am-5pm
 - 1 OSP 10am-6:30pm
- Bay Area (San Francisco) – Office Technician (General) 8:30am-5pm

Application Process

Classes are scheduled to begin as early as January 2026, and **applications must be submitted and received no later than 5:00 p.m. on September 19, 2025.** Incomplete applications will not be considered. In order to apply, you must do the following:

1. Apply to Bakersfield College for the Spring 2026 semester at:
<https://www.bakersfieldcollege.edu/steps>
2. Complete the Online Apprenticeship Application at:
<https://search.seiu1000.org/apprenticeship.php>

(For those unable to apply using the link above, please email grow@seiu1000.org no later than September 16, 2025 at 5:00pm to receive a PDF fillable application that can also be printed and mailed. Paper applications must be submitted by the due date above.)

Application Review

The Joint Apprenticeship Committee will conduct a review of each application packet to ensure applicants meet the following minimum criteria by the final filing date of **September 19, 2025**:

Each applicant MUST:

- Be in a Custodian classification represented by SEIU Local 1000;

- Work in the geographic area/location defined by the DGS for which the applicant is eligible or relocate to that area at the applicant's own cost;
- Have permanent, full-time, civil service status as a Bargaining Unit 15 employee working for DGS;
- 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, a T&D, or a limited term assignment;
- Not be in a negative academic standing status at the partnering educational institution (Bakersfield College/KCCD);
- Not have other commitments that conflict with completing the requirements of this apprenticeship program.
- Not currently meet the minimum qualifications of the Office Technician (General) classification.

Applications will be screened based on the criteria above. Eligible applicants will then be ranked according to the content expressed in their written statement of interest submitted with their application. Those ranked highest 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: Department of General Services and SEIU Local 1000 Custodial to Office
Administration Joint Apprenticeship Committee Members

EEO and Reasonable Accommodations: Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the DGS' EEO Office.

EEO Contact:

EEO Main line: (916) 376-5127

DGSEEO@dgs.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a

Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.