

Apprenticeship Program Summary Sheet

Division of Apprenticeship Standards (DAS)

To: Eric Rood, Chief
From: Adriana Salmoran
Cc: Glenna Linn, Program Planning and Review
Date: 2/28/2020

Program Name: CA Apprenticeship for HR Professionals

Industry(s): Personal Services

DAS File No.: 100510

ACTIONS:

- Proposed New Apprenticeship Program
 - Existing Apprenticeship Program Expanding Occupations
 - Existing Apprenticeship Program Expanding Jurisdiction
 - Existing Apprenticeship Program Changing Work Processes or Related & Supplemental Instruction on Approved Occupations
-

LABOR ORGANIZATIONS REPRESENTING ANY OF THE APPRENTICES:

None

Apprenticeship Program Summary Sheet

DISCLAIMER OF INTEREST IN THE BUILDING TRADES AND DISPATCH RESTRICTION

The CA Apprenticeship for HR Professionals is not intended to train in the building and construction trades within the meaning of Labor Code section 3075, and is not eligible to dispatch apprentices to projects with public works, prevailing wage, or skilled and trained workforce requirements.

The CA Apprenticeship for HR Professionals will not train or dispatch apprentices for any other employer.

COMMENTS:

The Bureau of Labor Statistics reports that employment of human resources specialists is projected to grow 5 percent from 2018 to 2028, adding 33,000 employees in this occupation to the US workforce. According to Projection Central, California expects to add 6400 jobs in this career field through 2026. Trained human resources personnel are needed to handle increasingly complex employment laws and healthcare coverage options. Most growth is projected to be in the professional, scientific, and technical services industry and the 2018 median pay was at \$60,880 per year or \$29.27 per hour.

CA Apprenticeship for HR Professionals, oversees the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following items:

Apprenticeship Program Summary Sheet

PROPOSED OCCUPATION(S) & WAGE RATES(S):

- Human Resources Professional O*Net: 13-1071.00
Journey person Wage: \$19.00
Proposed Apprentices Wage(s):
 1st period 12 months 2,000 hours \$15.00 per hour
 2nd period 12 months 2,000 hours \$16.00 per hour
Proposed No. of Apprentices: 25

LIST OF PROPOSED EMPLOYER(S):

Olam Group
10555 Iona Avenue,
Hanford, CA 93230

City of Los Angeles
700 E Temple St,
Los Angeles, CA 90012

City of Coalinga
155 W Durian Avenue
Coalinga, CA 93210

California Apprenticeship for Human Resources Professionals (CAHRP)

Program Standards

Adopted on

DAS File No. 100510

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APPRENTICESHIP STANDARDS

of the

California Apprenticeship for
Human Resources Professionals (CAHRP)

ARTICLE I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

ARTICLE II Craft, Trade, Occupation

Occupation	O*Net Code	Attachment
Human Resources Professional	13-1071.00	B

ARTICLE III Organization

There is hereby established the above named master apprenticeship committee. The committee shall consist of not less than 4 members, who shall be selected by and represent the employer organization signatory hereto. In addition, thereto, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards, one (1) advisor from the Local Education Agency, one (1) Program Manager, one (1) or more members of Faculty, and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

For each employer participating in this program, an "Employer Subscription Agreement" (DAS 752) will be provided to specify the information particular to that employer as noted herein, including the option to waive or offer participation on the committee, employer committee members will be selected as outlined in the rules & regulations.

ARTICLE IV Jurisdiction

These standards shall apply to employers who subscribe hereto, and to all apprentice agreements hereunder.

ARTICLE V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;
- 2) make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction;
- 3) establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice complete training;
- 4) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 5) aid in the adjustment of apprenticeship disputes;
- 6) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

ARTICLE VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided, however, that the rules and regulations do not conflict with these standards;
- 3) oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;

- 5) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 6) conduct on-going evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;
- 7) determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;
- 8) pass upon the qualifications of apprentice applicants;
- 9) file a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;
- 10) establish and maintain a record system for on-the-job training and related instruction;
- 11) use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;
- 12) provide disciplinary procedures for apprentices including provisions for fair hearings;
- 13) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards;
- 14) prepare and submit an annual Self-Assessment Review and Program Improvement Plan;
- 15) comply with meaningful representation requirements for the interests of apprentices in the management of the program;
- 16) implement a program for training and education regarding illegal discrimination and sexual harassment.

ARTICLE VII Definition of an Apprentice

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

ARTICLE VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

ARTICLE IX Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer and by the program sponsor and by the apprentice and must be approved by the apprenticeship committee;
- 2) Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein;

ARTICLE X Termination and Transfer of Agreements

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason;
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

ARTICLE XI Related and Supplemental Instruction

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Human Resources Professional	13-1071.00	B

ARTICLE XII Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off;
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

ARTICLE XIII Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

ARTICLE XIV Term of Apprenticeship

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Human Resources Professional	13-1071.00	B

ARTICLE XV Ratio

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Human Resources Professional	13-1071.00	B

ARTICLE XVI Wage Schedule

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Human Resources Professional	13-1071.00	B

ARTICLE XVII Work Training

See Training Schedule and Working Conditions of:

Occupation	O*Net Code	Attachment
Human Resources Professional	13-1071.00	B

ARTICLE XVIII Safety, Health, and Recognition of Illegal Discrimination and Sexual Harassment

- 1) Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards;
- 2) Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment;

ARTICLE XIX Certificate of Completion

- 1) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council;
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%);
- 3) An apprentice may be credited time for previous experience if that experience is of an approved nature and shall have completed not less than six months as an apprentice.

ARTICLE XX California Plan for Equal Opportunity in Apprenticeship

Each subscribed employer will be responsible for complying with the California Plan for Equal Opportunity in Apprenticeship requirements. For each employer participating in the program, an Equal Opportunity Pledge, DAS form 167BX will be provided to ensure commitment on the part of the employer or sponsor to take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the California Code of Federal Regulations, Part 30, and equal employment opportunity regulation of the State of California.

The California Apprenticeship for Human Resources Professional (CAHRP) agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted on _____.
(Committee approval date)

_____	_____
Corinna Pereira Program Manager California Apprenticeship for Human Resources Professionals (CAHRP) 9900 Cody Street Coalinga, CA 93210 (559) 934-2168	Date

The foregoing apprenticeship standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations are hereby approved _____.
(DAS approval date)

_____	_____
Eric Rood, Chief Division of Apprenticeship Standards	Date

Attachment A

List of Committee Members

California Apprenticeship for
Human Resources Professionals (CAHRP)
275 Phelps Avenue Coalinga, CA 93210

Employer Representatives

Katie Rhodes
Talent Acquisition Manager
Olam Group
Katie.perez@olamnet.com

Deborah Caruso
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City of Los Angeles
mccraney04@me.com

Albert Zuniga
Senior Recruiter
AppleOne Employment Services
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Marissa Trejo
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Employee Relations Manager
Fresno Economic Opportunities Commission
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San Bernardino County Employees' Retirement Association
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NFI Logistics Supply Chain
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Jorge Espinoza
Intern – HR

SHRM CP Designation
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Randi Kay Stephens
Associate Program Manager
Institute for Local Government
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Jacqueline Wigner
HR Professional
Robert Half Company
jackiesebastianw@yahoo.com

Committee Advisors

Name: Corinna Pereira
Title: Director of Apprenticeship Programs | CAI Grant Manager
Organization: West Hills Community College District
Address: 9900 Cody Street Coalinga, CA 93210
Phone: (559) 934-2168
Email: corinnapereira@whccd.edu

Name: Adriana Salmoran
Title: Strategic Business Advisor
Organization: Division of Apprenticeship Standards
Address: 2550 Mariposa Mall #3080 Fresno, CA 93719
Phone: (559) 445-5431
Email: asalmoran@dir.ca.gov

Attachment B

Training Schedule and Working Conditions

California Apprenticeship for Human Resources Professionals (CAHRP)

OCCUPATION(S)

Occupation	O*Net Code
Human Resources Professional	13-1071.00

ARTICLE I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 4,000 on-job-training (OJT) hours, 288 related and supplemental instruction (RSI) hours, and completed within 24 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be 6 months.

ARTICLE II Wage Schedule

Journey Wage: \$ 19.00 per hour effective 1/30/2020.

Apprentices shall be paid not less than the following:

1st period	12 months	2,000 hours	\$15.00 per hour
2nd period	12 months	2,000 hours	\$16.00 per hour

Advancement Schedule:

To advance from one period to the next, the apprentice shall have met the following requirements:

- 1) Shall have satisfactorily completed the indicated on-the-job work hours; and
- 2) Shall have satisfactorily completed the indicated months in the program; and
- 3) Shall have satisfactorily completed the indicated related and supplemental instruction school hours.

Overtime Provision:

All overtime shall be paid at the rate of one and one-half times the wage rate for hours worked over 8 hours per day or 40 hours per week. Time and one-half shall be paid for the first eight (8) hours worked Saturdays. All other time shall be paid at double the straight-time rate.

Hours of Work and Working Conditions:

Straight time hours per day: 8 hours; 40 hours per week.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of journey person(s).

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified journey person or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the trade as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and process as they come into use in the occupation.
- 3) The major work processes in which apprentices will be trained as a (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

On the Job Training

Hours

Understanding the role of the HR Department within the organization/agency and how the department works with internal and external stakeholders

500 Hours

Interpret and explain HR policies, procedures, laws, standards, or regulations to staff and supervisors; address equal employment opportunity, harassment or other concerns, complaints, or issues affecting employee relations within the organization

400 Hours

Prepare and maintain employment records related to personnel such as hiring, termination, leaves, transfers, promotions, payroll and/or attendance using human resources information system (HRIS) software

100 Hours

Serve as a liaison to supervisors for HRIS functions

200 Hours

Recruit and hire to include coordinating job posts, attending hiring events, reviewing resumes, onboarding, orientations, and processing new hire paperwork

500 Hours

Identify, process, and resolve payroll discrepancies & auditing employee timecards in compliance with CA and federal Wage and Hour Laws

500 Hours

Inform employees and job applicants of duties and responsibilities, compensation, benefits, schedules, working conditions, training, or promotional opportunities

300 Hours

Prepare materials and help organize employee performance reviews

200 Hours

Gain an understanding regarding classification and related compensation for various occupations within the organization

500 Hours

Facilitate training on various topics, including New Hire Orientation

250 Hours

Track benefit plans, including health care, retirement, Workers Compensation, etc.

250 Hours

Support and recommend employee engagement initiatives

300 Hours

Total hours**4000**

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by West Hills Community College District.

Time spent in related and supplemental instruction may not be compensated.

Course Title	Units	Hours
Human Resource Management	3 units	54 hours
Business Law	4 units	72 hours
Introduction to Business	3 units	54 hours
Business Communication	3 units	54 hours
Critical Thinking/Social Problems	3 units	54 hours
Total Related Instruction Hours:		288

ARTICLE V Ratio

A qualified employer may employ 2 apprentices when at least 1 journeyman is regularly employed, and 2 additional apprentices for each additional journeyman regularly employed.

Attachment C

Local Education Agency Letter

California Apprenticeship for
Human Resources Professionals (CAHRP)



WEST HILLS

COMMUNITY COLLEGE DISTRICT

January 30, 2020

Department of Industrial Relations
Division of Apprenticeship Standards
2550 Mariposa Street, Room 3080
Fresno, CA. 93721

To Whom It May Concern:

West Hills Community College District agrees to be the Local Educational Agency for the California Apprenticeship for Human Resources Professionals (CAHRP). As the Local Educational Agency, West Hills Community College District will assign all apprentice instruction to apprentices identified by the Division of Apprenticeship Standards as registered apprentices. West Hills Community College District will also act as the administrator to the unilateral, multi-employer program.

A handwritten signature in blue ink that reads "Corinna Pereira". The signature is fluid and cursive.

Corinna Pereira
Director of Apprenticeship Programs | CAI Grant Manager
West Hills Community College District
9900 Cody Street Coalinga, CA 93210
Ph. (559) 934-2168 | Email: corinnapereira@whccd.edu