FREE WEBINAR!
Apprenticeships for Local Agencies

TUES, MAR 31 | 11 AM-NOON
Thank you for joining!

Webinar Host

Randi Kay Stephens
Program Manager
Institute for Local Government
How to ask a question during the webinar

• Please type your questions into the question box at any time during the webinar.

• We will read your questions during the question period at the end of the webinar.
Today’s Agenda

### Welcome & Surveys

### About ILG and the Civics Education & Workforce Pillar

### Presentations by:

- Laura Thompson, Division of Apprenticeship Standards
- Marissa Trejo, City Manager, City of Coalinga
- Corinna Pereira, West Hills Community College District

### Q&A

### Tools & Resources

### Contact Information
Connecting with Webinar Participants
ILG is the non-profit training and education affiliate of...

...we provide practical and easy-to-use resources so local agencies can effectively implement policies on the ground
Our mission is to help local government leaders navigate complexity, increase capacity & build trust in their communities.
Public Agency Workforce Challenges

The Problem

• California local governments are faced with a myriad of challenges in attracting, retaining and developing the talent needed to serve our diverse communities.

• A general lack of awareness about the role and relevance of local government and the many career opportunities in the sector is creating barriers for local agencies to attract and retain a skilled workforce for the future.

Our Solution

• ILG’s Civics Education & Workforce pillar is a catalyst for local government and education partnerships that both inspire and educate youth while also sparking genuine interest in public sector careers and leadership opportunities.
ILG Workforce Resources

Picture Yourself in Local Government Curriculum

- www.ca-ilg.org/pylg
- Scripts for student tours of local government offices
- New staff and intern orientation materials
- Background material to use when serving as a guest speaker in a classroom
- Handouts to educate boards, commissions and leadership academies about local government structure and functions
- Easy-to-understand language tailored for youth and the general public

Governments Engaging Youth Toolkit for School-Municipal Partnerships

- www.ca-ilg.org/geytoolkit
- How to start/scale an effective outcome-based partnership
- Models, curriculum, templates to adapt for district use

Innovative Pathways to Public Service Collaborative

- http://pathways2publicservice.org/
- Information and resources about the six-county collaborative focused on the public sector workforce
Current Public Sector Landscape

- 15% of all jobs in California are in the Public Sector
- 1.7 million jobs in local government
- 25% of local agency employees are 55 or older
Strategies and Solutions

Cal-ICMA’s Talent Initiative outlines the following:

Local agencies need talent development strategies for incumbent workers and new employees

For existing employees, strategies include:
- Stay interviews
- Flexible schedules
- Rotational assignments to grow skillsets

For new employees:
- Eliminate minimum qualifications
- Change job announcements and describe the impact of the work
- Change the timing of the recruitment process
• Apprenticeship is a strategy that benefits the employee, the agency, and the partnership

• Apprenticeship can meet the public sector’s diverse needs with tailored approaches
Today’s Presenters

Corinna Pereira
West Hills Community College District

Marisa Trejo
City Manager
City of Coalinga

Laura Thompson
Strategic Advisor
Division of Apprenticeship Standards, State of California
California: The Apprenticeship Powerhouse

- 94,118 Registered Apprentices
- 71 Registered Pre-apprentices
- 36,000 Participating Employers
- 1,300 Training Programs Statewide
- 300+ Active Educational Institutions
- 8,000 State Apprentices Graduate Annually
# The Apprenticeship Landscape

## Evolution of a Time-Tested Model

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<thead>
<tr>
<th>Information Technology</th>
<th>Healthcare</th>
<th>Civil Service</th>
<th>Advanced Manufacturing</th>
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<tr>
<td>- IBM</td>
<td>- Kaiser</td>
<td>- State of California</td>
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<td>- Mainframe Administrator</td>
<td>- Surgical Technician</td>
<td>- Cyber Security</td>
<td>- Tool &amp; Die Specialist</td>
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<td>- Application Developer</td>
<td>- Sterile Processing Technician</td>
<td>- Information Technology</td>
<td>- E. &amp; J. Gallo Winery</td>
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<td>- Ambulatory Coder</td>
<td>- Associate</td>
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<td>- Mechatronic and Robotics</td>
<td>- Clinical Lab Scientist</td>
<td>- Financial Services</td>
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<td>- Data Scientist</td>
<td>- Sutter Health</td>
<td>- Staff Services Analyst</td>
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<td>- SAP</td>
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<td>- Delta College</td>
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<td>- Sacramento City College</td>
<td>- Legal Assistant</td>
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<td>- Riverside Community College</td>
<td>- Paralegal</td>
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<td>- SF Int'l Airport</td>
<td>- California Community Health Clinics</td>
<td>- Yuba County</td>
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<td>- Adaptive, LLC</td>
<td>- Bay Area Consortium</td>
<td>- Youth Apprenticeship</td>
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<td>- SLO Partners</td>
<td>- Medical Assistant</td>
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<td>- Network Security Administrator</td>
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<td>- Cloud Operations Specialist</td>
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- **Tesla**
  - Tool & Die Specialist

- **E. & J. Gallo Winery**
  - Maintenance Mechanic
  - Winery Technician
  - Industrial Manufacturing Technician
  - Advanced Material Handler

- **San Joaquin County**
  - Information Technology
  - Legal Assistant
  - Paralegal

- **Yuba County**
  - Youth Apprenticeship
  - Information Technology Associate

- **Los Angeles County**
  - Various Occupations

- **San Diego County**
Objectives for Public Sector

• Develop long term community partnerships for recruitment, work-based learning opportunities

• Develop pathways for training and promoting existing staff

• Diversity practices, resources and culture
Employer Benefits

Skilled Workforce
Recruit and Develop a Pipeline of Skilled Workers

Financial
Improve Productivity, Profitability, and Provides Access to State/Federal Funding

Trust
Instills Loyalty in Employees = High Retention Rates

Cost
Reduces Recruitment and High Turnover Costs

Customization
Build your Program to Meet your Specific Operational Needs
Benefits to the Apprentice

- Opportunity to Earn While You Learn
- Regular Pay Increases
- Lifelong Skills
- Free or Low-Cost Education
- Certifies an Individual is at Full Performance Level of the Occupation
- State and Nationally-Recognized Credential

"94% of employees say that they would stay at a company longer if it invested in their career development."

*Source: LinkedIn 2018 Workplace Learning Report*
Return on Investment (ROI)

Strong Outcomes

- 87 percent of apprentices are employed after completing their certification training.

Lasting Impact

- Apprentices who have successfully completed registered apprenticeship program earn $300K more in lifetime earnings than their peers.

*Source: An effectiveness assessment and Cost-benefit analysis of registered apprenticeship in to State, Mathematica Policy Research 2012*
State of California
Financial Services Apprenticeship Program

Participating State Departments
• California Government Operations Agency
• Employment Development Department
• Department of Justice
• Department of Rehabilitation
• California Department of Tax and Fee Administration

Local Educational Agency Partner
• American River College

Funding Stream
• Funded through the California Apprenticeship Initiative (CAI) Grant

Occupations
• Tax Examiners, Collectors, and Revenue Agents
  O*Net Code: 13-2081.00
  Term: 1 Year. OJT: 4,000hrs. RSI: 432Hrs

• Accountants
  O*Net Code: 13-2011.01
  Term: 2 Year. OJT: 4,000hrs. RSI: 432Hrs

• Auditors
  O*Net Code: 13-2011.02
  Term: 2 Year. OJT: 4,000hrs. RSI: 432Hrs

“The aim of this program is to create a talent pool of highly-skilled workers for California's Tax Examiner, Collector, and Revenue Agent, Accountant, and Auditor occupations.”

“… In establishing this program, we are creating a sustainable financial services professional pathway that provides our members upward mobility opportunities in occupations which have significant shortages and are projected to grow exponentially in coming years.” – SEIU Local 1000

The program is the first of its kind.
San Joaquin County Apprenticeship Program

**Participating Employer**
- County of San Joaquin

**Local Educational Agency Partner**
- San Joaquin Delta College

**Funding Stream**
- Funded through the California Apprenticeship Initiative (CAI) Grant

**Occupations**
- Information Systems Specialist I
  O*Net Code: 15-1151.00
  Minimum Qualifications: 60 Semester Units, 1 Year Experience, IT Certificate

- Paralegal
  O*Net Code: 23-2011.00
  In development
Potential Funding Opportunities

Potential Classroom Instruction Funding

Apprenticeship Grants
- California Apprenticeship Initiative (CAI) Grant
- Apprenticeships: Closing the Skills Gap

Related and Supplemental Instruction
- Montoya Funds
- FTES - Full Time Equivalent Student (Apportionment)

Potential Employer Funding

Workforce Innovation and Opportunities Act (WIOA)
- Support OJT training components
- Pay for cost of related classroom instruction
Connect with Us

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(408) 277-1273

HEADQUARTERS
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OAKLAND, CA 94612
About Coalinga

• Population of over 13,000 residents
• Full-service city
• Near Interstate 5 in the Central Valley
• Community assets include:
  – West Hills Community College
  – Community hospital
  – Library
  – Municipal airport
  – Parks and Recreation District
  – Two major state facilities (Pleasant Valley State Prison and Coalinga State Hospital)
Challenges & Barriers

- Finding Skilled Workforce
- Hiring Process
- Training for Needed Skills
- Rural City, Limited Staff Capacity
Human Resources Analyst Apprenticeship

- Partnership with West Hills Community College
- Engaged Employee in Opportunity to Increase Skills and Pay
- Online Curriculum and Training Provided Real-Time Increases in Productivity
- Satisfied Employee and Agency Morale Boost
- Expansion to Additional Positions
Apprenticeship as a Win-Win-Win-Win Solution

Win for the incumbent employee

Win for the agency to expand professional development and seize new skills in real time

Win for the educational partner responsible for student program completion

WIN!
5 Steps To Starting An Apprenticeship

1. Determine Organizational Needs
2. Establish Internal Training Committee
3. Identify Educational Partners
4. Establish Apprenticeship Standards
5. Submit for Approval
Apprenticeship Framework

- 2,000 Hours of Paid On-The-Job Training (OJT)
- 144 Hours of Recommended Related Supplemental Instruction (RSI)
- Progressive Wage Scale
Apprenticeship Program Standards

- Articles that Define the Program’s Policies
- List of Committee Members
- Wage Progression Scale
- Instruction/Course Outline
- Work Processes Framework
- Employer’s Apprentice Selection Procedures
- Local Education Agency Commitment Letter
# Local Education Agency: Critical Partner for Apprenticeship

## College Districts
- West Hills CCD
- San Diego CCD
- Foothill-De Anza CCD

## County Offices of Education
- Butte COE
- San Joaquin COE
- San Luis COE

## Adult Schools
- Ventura Adult
- Palo Alto Adult
- Castro Valley Adult

## Unified School Districts
- Fresno USD
- Pleasanton USD
- Los Angeles USD

## Community Colleges
- Norco College
- Bakersfield College
- American River College
### Types of Instruction

#### Modalities
- Online
- Face-to-face
- Laboratory
- Correspondence
- Hybrid Model

#### Accreditation
- For Credit
- Noncredit
- Not-for-credit
- A combination
- Prior training credit
# Keys to a Successful Apprenticeship

## A Champion
- Leadership -- within your Agency or Department -- designating internal supervisors and/or managers to initiate apprenticeship program development

## A Training Committee
- Chosen leaders -- acting as program ambassadors -- who originate and oversee apprenticeship program standards
- Assess program outcomes, resolve challenges
- Draft, adopt, and revise program rules and regulations
- Draft, adopt, and submit any changes to courses, training, wages, etc.

## An Administrator
- Monitors program compliance
- Acts as apprentice/committee liaison
- Schedules training committee meetings
- Ensures apprentices are registered with the DAS
- Assists apprentices in enrolling in designated courses
- Tracks apprentice on-the-job training hours (work processes)
Questions & Answers
More Apprenticeship & Talent Development Resources

Division of Apprenticeship Standards
- https://www.dir.ca.gov/das/das.html

West Hills Community College District
- https://westhillscollege.com/employers/westside-works/

Cal-ICMA’s Talent Initiative
- https://icma.org/cal-icma/talentinitiative

Western City Magazine Article
Civics Education & Workforce: *ILG Resources for Local Government*

### Picture Yourself in Local Government Curriculum

- [www.ca-ilg.org/pylg](http://www.ca-ilg.org/pylg)
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  - Information and resources about the six-county area collaborative focused on the public sector workforce
Contact Information

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