



DEPARTMENT OF INDUSTRIAL RELATIONS
 EXAMINATION ANNOUNCEMENT FOR
APPRENTICESHIP CONSULTANT
OPEN / STATEWIDE / NON-PROMOTIONAL



WO40 9485 6IRAC

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN

WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications (entrance requirements) stated below as of the <u>scheduled cut-off dates</u>.</p> <p>Candidates who are currently on the eligible list and whose eligibility expires in three months or less may submit an application to re-establish eligibility.</p>
CAREER CREDITS	<p>Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. (See information regarding career credits on the last page of this bulletin.)</p>
HOW TO APPLY	<p>Applications for this classification will be accepted on a continuous basis and processed for examinations with the following <u>scheduled cut-off dates</u>:</p> <ul style="list-style-type: none"> ▪ AUGUST 19, 2016 ▪ DECEMBER 19, 2016 ▪ APRIL 19, 2017 ▪ AUGUST 18, 2017 <p>Please write on the first page of the Application Form:</p> <p><u>APPRENTICESHIP CONSULTANT EXAM – 6IRAC</u></p> <p>The form can be downloaded from: http://Jobs.ca.gov/pdf/std678.pdf</p> <p>Applications (Form 678) must be submitted to the Department of Industrial Relations by the applicable cut-off date.</p> <p>By email to: Jobs@dir.ca.gov</p> <p>By Fax to: 415-703-4343</p> <p>By Mail: Department of Industrial Relations – Exam Unit P.O. Box 420603 San Francisco CA 94142</p>

	<p>In Person: Department of Industrial Relations 455 Golden Gate Avenue, 8th Floor San Francisco, CA 94102</p> <p>Applications by mail must be POSTMARKED by the United States Postal Service no later than the scheduled cut-off dates listed above. Applications postmarked, personally delivered or received via inter-office mail after the cut-off date will be accepted for examination scheduled for the next cut-off date. Candidates may choose to send the application by certified mail as proof it was sent and postmarked by the cutoff date.</p> <p>All applications must be signed. Unsigned or incomplete applications will NOT be accepted for the examination.</p> <p>Qualified applicants, who submit completed applications by one of the listed cut-off dates, will be admitted to the examination scheduled for that cut-off date.</p>
<p>CUT-OFF DATES</p>	<ul style="list-style-type: none"> ▪ AUGUST 19, 2016 ▪ DECEMBER 19, 2016 ▪ APRIL 19, 2017 ▪ AUGUST 18, 2017
<p>SPECIAL TESTING ARRANGEMENTS</p>	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.</p>
<p>SALARY RANGE</p>	<p>\$4,829.00 - \$6,048.00</p>
<p>LOCATIONS OF POSITIONS</p>	<p>Positions are located statewide with the Department of Industrial Relations' Division of Apprenticeship Standards.</p>
<p>ELIGIBLE LIST INFORMATION</p>	<p>A candidate may only test once in a 12 month period. A list of eligible candidates will be established for the Department of Industrial Relations. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.</p>
<p>TESTING PERIOD</p>	<p>Candidates may take the exam again after 12 months have elapsed from the date of their last exam.</p>
<p>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</p>	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the applicable cut-off date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either "I", "II" or "III". For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
<p>MINIMUM QUALIFICATIONS</p>	<p>Either I One year of experience in the California state service performing the duties of an Industrial Relations Representative, Range C.</p> <p>Or II One year of experience in another State, Federal or private agency performing duties comparable to those of an Apprenticeship Consultant.</p>

	<p>Or III Experience: Three years of experience in one or a combination of the following types of work. (Possession of a trade certificate issued by the California Apprenticeship Council may be substituted for one year of the required experience.):</p> <ol style="list-style-type: none"> 1. As representative of a responsible organization, promoting or placing women and/or disadvantaged minority persons in apprenticeship or other on-the-job training programs approved in accordance with the Labor Code; <p>or</p> <ol style="list-style-type: none"> 2. Coordinating, directing, or developing jobs for an on-the-job training program for apprentices or trainees in skilled or semiskilled occupations; or 3. Negotiating and maintaining collective bargaining or trust agreements which included apprenticeable occupations, and establishing and maintaining working standards and conditions; or 4. As a certified instructor, coordinator or supervisor of classes in an apprenticeable occupations, or an on-the-job training instructor; or 5. As an active representative of a labor or management organization on a Joint Apprenticeship Committee approved in accordance with the Labor Code.
<p>SPECIAL PERSONAL CHARACTERISTIC</p>	<p>Willingness to travel and work irregular hours, tact, and understanding of the problems of minority groups.</p>
<p>ADDITIONAL DESIRABLE QUALIFICATION</p>	<p>Education equivalent to graduation from college.</p>
<p>POSITION DESCRIPTION</p>	<p>This is the full journeyman level. At this level, incumbents organize, develop and maintain joint apprenticeship and other on-the-job training committees in assigned areas; advise and assist individuals and employer and employee groups concerning apprenticeship standards; promote equal opportunity in the programs; conduct reviews and audits of apprenticeship programs; enforce compliance as required by Federal and State laws; and do other related work.</p>
<p>EXAMINATION INFORMATION</p>	<p>This examination will consist of a Training and Experience examination weighted 100%. Applicants who meet the minimum qualifications will be provided via USPS mail and e-mail with a Training and Experience Assessment Questionnaire, which is designed to identify a range of information regarding each candidate's knowledge, skills and abilities to effectively perform the duties required in the classification.</p> <p>Please provide a <u>valid e-mail address</u> on the first page of your application.</p>
<p>TRAINING AND EXPERIENCE ASSESSMENT WEIGHTED-100%</p>	<p>Candidates must complete and e-mail or mail the Training and Experience Questionnaire to a designated address by the date specified in the notice in order to be rated. Candidates failing to return the questionnaire by the specified date will be eliminated from this examination.</p> <p>In order to obtain a position on the eligible list, a minimum score of 70.00% must be attained.</p> <p>Scope of the Training and Experience Assessment Questionnaire:</p> <p><u>Knowledge of:</u></p> <ol style="list-style-type: none"> 1. Techniques, methods and elements of adequate apprenticeship and

	<p>other on-the-job training</p> <ol style="list-style-type: none"> 2. Job and training analysis techniques, purposes, functions, and policies of the Division of Apprenticeship Standards and the California Apprenticeship Council 3. California laws and regulations pertaining to apprenticeship and other training on the job 4. Apprenticeable occupations 5. Federal and State laws and regulations pertaining to labor-management relations, wages, hours, working conditions, public works and fair employment practices 6. Organization, policies and activities of the major labor union and employer associations 7. Prevailing practices and precedents in regard to matters subject to collective bargaining agreements, including knowledge of master agreement negotiations and industry-wide bargaining and industrial relations problems 8. Vocational education principles and programs and their relationship to apprenticeship and other on-the-job training <p><u>Ability to:</u></p> <ol style="list-style-type: none"> 1. Read and write English at a level required for successful job performance 2. Secure and maintain sympathetic cooperation of employers and labor organizations in formulating, supervising, and administering training agreements, and in developing opportunities for participation in apprenticeship and on-the-job training for minority group members 3. Analyze situations accurately and adopt an effective course of action 4. Address an audience effectively 5. Use correct English and write effectively
<p>VETERANS PREFERENCE</p>	<p>Veteran's preference credit will be granted in this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:</p> <p>(1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. (2) An entrance examination is defined, under the law, as any open competitive examination. AND (3) Veterans' Preference is not granted once a person achieves permanent civil service status.</p> <p>Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at https://jobs.ca.gov/Public/Jobs/Veterans.aspx , and the Department of Veterans Affairs.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the Human Resources Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the CalHR website at <http://jobs.ca.gov/pdf/std678.pdf> or the Department of Industrial Relations website at www.dir.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated in this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

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Career Credits: In an open, non-promotional examination, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

For Inquiries: Call the Department of Industrial Relations, Human Resources Office at 1-800-564-0771, 1-800-735-2929 - California Relay System Telephone number for the deaf and hearing impaired, Or Write to jobs@dir.ca.gov

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