

HUMAN RESOURCES MEMORANDUM 21-024		DATE ISSUED: 12/13/21
SUBJECT: DEPARTMENT OF GENERAL SERVICES UPWARD MOBILITY PROGRAM		REFERENCE: Government Code Section 19400-19406
TO: All DGS Employees		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to inform all Department of General Services (DGS) employees of the recent updates to the DGS Upward Mobility Program effective December 8, 2021.

Authority

The statutory authority for the Upward Mobility Program can be found in California [Government Code Section 19400-19406](#).

Program Goal

The DGS Upward Mobility Program is designed to engage and empower eligible DGS employees to become active participants in their professional development by providing support, tools, and resources to pursue career growth and success into an identified technical, professional, and administrative classification.

Program Updates

The following is an overview of the changes that were made to the Upward Mobility Program.

- Expanded eligible classifications and technical, professional, and administrative classifications.
- Formalized application process.
- Expanded Upward Mobility Program career counseling services and resources.
- Incorporated financial assistance to cover educational costs required to meet the minimum qualifications for entry into a technical, professional, and administrative classification.
- Allocated time-off to pursue college-level coursework that is needed to meet the Minimum Qualifications for an identified technical, professional, and administrative classification.

Program Components

Eligible Classifications

Eligible classifications have been expanded to include thirty-nine (39) classifications. A DGS employee must be employed in one of the following thirty-nine (39) low-paying classifications to participate in the Upward Mobility Program.

- Auto Pool Attendant I
- Auto Pool Attendant II
- Auto Pool Attendant III
- Bookbinder II
- Building Maintenance Worker
- Custodian I
- Custodian II
- Custodian Supervisor I
- Custodian Supervisor II
- Electronic Technician
- Executive Assistant
- Executive Secretary
- Executive Support Assistant
- Groundskeeper
- Heavy Truck Driver
- Interagency Messenger
- Lead Groundskeeper
- Legal Secretary
- Mailing Machines Operator I
- Mailing Machines Operator II
- Maintenance Mechanic
- Management Services Technician
- Office Assistant (General)
- Office Assistant (Typing)
- Office Technician (General)
- Office Technician (Typing)
- Printing Trades Assistant I
- Printing Trades Assistant II
- Printing Trades Specialist Trainee
- Program Technician I
- Program Technician II
- Program Technician III
- Secretary
- Senior Legal Typist
- Stock Clerk
- Tree Maintenance Leadworker
- Tree Maintenance Worker
- Truck Driver
- Warehouse Worker

Technical, Professional, and Administrative Classifications

The technical, professional, and administrative classifications to which DGS is committed to helping employees in eligible classifications enter has expanded to include the following:

- Accountant Trainee
- Accounting Technician
- Information Technology Technician
- Information Technology Associate
- Personnel Specialist
- Staff Services Analyst

Eligibility

Employees who are in an eligible classification shall be given equal consideration and must meet the following criteria to be eligible to participate in the Upward Mobility Program:

- Be a current permanent, full-time DGS employee.
- Be working in one of the thirty-nine (39) identified eligible classifications.
- Have satisfactory performance in current position.
- Have their immediate supervisor and Office Chief/Deputy Director approval.
- Have completed and submitted the Upward Mobility Program [application](#) paperwork.

For more detailed information about the DGS Upward Mobility Program, please reference the [Upward Mobility Program Plan](#).

Roles and Responsibilities

The Office of Human Resources (OHR) Recruitment Unit is responsible for the administration of the Upward Mobility Program. However, upward mobility is the joint responsibility of the employee, the supervisor, Upward Mobility Coordinator, and the department. Employees must be: (1) motivated to seek out opportunities and (2) willing to work hard to develop their knowledge, skills, and abilities to become competitive for appointment into entry-level technical, professional, and administrative positions.

No employee participating in Upward Mobility Program efforts is guaranteed a promotion. However, all employees in qualified low-paying classifications are entitled to have fair and equal opportunity to be considered for advancement.

Resources

DGS has developed a dedicated [Upward Mobility Program SharePoint site](#) with the following tools and resources to support Upward Mobility Program efforts:

- Upward Mobility Program Plan
- Upward Mobility Program Participant and Supervisor Guides
- DGS Career Development Guide
- California Community College Directory
- On-line assessment tools

Questions

If you have questions, please contact the DGS Upward Mobility Coordinator by emailing UMP@dgs.ca.gov.

ESTELA GONZALES, Chief
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