

CITY OF COALINGA

Apprenticeship Program Standards Account Clerk

Adopted on



**APPRENTICESHIP STANDARDS
(SINGLE EMPLOYER)**

NAME OF EMPLOYER (PROGRAM SPONSOR) City of Coalinga			TELEPHONE NO. 559-935-1533
STREET ADDRESS 155 West Durian	CITY Coalinga	ZIP CODE 93210	COUNTY Fresno
OCCUPATION Account Clerk			O-Net CODE 43-3031.00

The administration and operation of this apprenticeship program shall be supervised by the party signatory to these standards or a designated authorized representative. The apprenticeship program shall be subject to the review and approval by the Chief, Division of Apprenticeship Standards.

1. **Term of apprenticeship:** The term of apprenticeship is as follows:

Occupational Title:	O*NET Code:	On-the-Job Training:	Related Instruction:
Account Clerk	43-3031.00	4000 hours	414 hours

2. **Ratio:** The employer (hereinafter referred to as the program sponsor) may employ two (2) apprentices when at least one (1) journeyman is regularly employed and one (1) additional apprentice for every one (1) or more additional journeymen are regularly employed.
3. **Hours and working conditions:** The regular work day, work week, and other working conditions for apprentices shall conform to all applicable laws and regulations. Overtime shall not interfere with nor impair training nor be detrimental to the health and safety of the apprentice.
4. **Work Processes to be learned:** The major work processes in which apprentices will be trained and the approximate hours are as follows:

Work Processes	Hours
Customer service front counter	350
Accounts payable and receivable	350
Business license administration	350
Utility billing	850
Filing and recordkeeping	350
Coordinating commercial cannabis operations	350
Processing mail	200
Computer and office equipment operation	850
Collections	350
Total hours	4000

5. **Related Supplemental Instruction (RSI):** Shall be provided by **West Hills Community College District** in the agreement. Apprentices shall not be compensated for required school time. Books and/or supplies are at the cost of the apprentices. The courses will be a combination of lecture, demonstration, discussion, and practical group exercises. Instruction will be supplemented with visual aids and handouts. Class hours are variable. Apprentices will attend a minimum of 144 RSI hours per year. Course outline is as follows:

Course ID	Course Title	Units	Hours
BUS 001A	Beginning Accounting	4 units	72 hours
BUS 001B	Elementary Principles of Accounting	4 units	72 hours
BUS 024	Business Math	3 units	54 hours
BUS 028	Business Communications	3 units	54 hours
BUS 039	Quantitative Analysis	3 units	54 hours
BUS 055	Bookkeeping	3 units	54 hours
BUS 067	Filing and Records Management	2 units	18 hours
BUS 074	Computerized Accounting	3 units	36 hours
Total Hours:			414 hours

6. **Wage Schedule:** Apprentices shall be paid not less than 40% of the current journey person's wage rate. Overtime is paid according to State and Federal regulations, whichever is greater and/or more stringent. The first 500 hours shall be a probationary period. Wage advancement periods are based on the work process hours and RSI completed as per wage scale as follows:

Journey-Person Wage as of Sept. 3, 2019	Apprentice Program Period	Minimum On-the-Job Training Hours	Minimum Instruction Hours (School)	Apprentice Wage
\$20.9910	1	0-2000	0-207	\$16.4470
	2	2000-4000	207-414	\$17.2693

7. **Apprentice Agreements:** Apprentices shall be at least 18 years of age. An apprentice is one who has signed an individual apprentice agreement with the program sponsor under these standards, which agreement has been approved by the Chief or his duly authorized representative and filed with the California Apprenticeship Council. The standards shall be a part of the apprenticeship agreement. Apprentices shall be furnished a copy of the standards or given an opportunity to read them before indenture. Apprentice agreements may be cancelled by the Chief during the probationary period at the request of either party; after the probationary period agreements shall be cancelled by the Chief by mutual consent of the parties or for good and sufficient reason. An apprentice agreement shall remain in effect during a lay-off unless cancelled.
8. **Responsibilities of apprentices:** Each apprentice shall satisfactorily perform all work and learning assignments and complete a course of related instruction as determined in accordance with California Labor Code Section 3078(d). There shall be no liability on the part of the employer for an injury sustained by an apprentice engaged in school work at a time when the employment of the apprentice has been temporarily or permanently terminated.
9. **Responsibilities of program sponsor:** The program sponsor agrees to: a) administer and enforce the standards as approved; b) establish rules and regulations governing the program; c) select apprentices on the basis of qualifications alone, through fair and impartial procedures applied uniformly to all applicants, as required under Title 29 of the Code of Federal Regulations, Part 30 and by the California Plan for Equal Opportunity in Apprenticeship and by the California Code of Regulations, Title 8, Chapter 2; d) provide reasonably continuous employment to all apprentices in its employ; e) provide the diversified work training scheduled herein under competent trainers, including safety training through the program and first aid training, either in conjunction with the apprentices, related instruction classes, or otherwise as appropriate; f) arrange for Related and Supplemental Instruction pursuant to LC 3074; g) maintain a record of each apprentice's work training, related instruction and progress therein; h) file a copy of each apprentice agreement with the Secretary of the California Apprenticeship Council; i) grant apprentices credit for previous experience; j) develop disciplinary procedures for apprentices including fair hearings; k) provide training in the recognition of illegal discrimination and sexual harassment; l) ensure there is meaningful representation of the apprentice in the management of the program; m) participate in the development or comply with training criteria where such have been adopted n) create an adequate mechanism to be used for the rotation of apprentices through all work processes; o) submit an annual Self-Assessment Review and Program Improvement Plan to the Chief of DAS.

10. **Disciplining of apprentices:** Disciplinary proceedings for apprentices shall be duly noticed to such individuals. The Division of Apprenticeship Standards shall audit all such proceedings. All controversies or differences concerning the apprentice agreement which cannot be adjusted locally shall be submitted to the Administrator of Apprenticeship for determination.
11. **Certificate of completion:** A certificate of completion will be issued by the California Apprenticeship Council to apprentices upon receipt of competent evidence of their satisfactory completion of apprenticeship hereunder.
12. **Modification of standards:** These standards shall be modified to conform to any changes in prevailing practices, conditions, and wages in the area and the industry if and when such changes occur. Requests of the program sponsor for modification are subject to the approval of the Chief, Division of Apprenticeship Standards.
13. **Rules and regulations:** For governing the program, when established by the program sponsors, a copy of such shall be provided to each apprentice.
14. **Veterans:** The program sponsor further hereby applies and agrees to train eligible veteran apprentices in its employ under the terms and conditions set forth in the "Montgomery GI Bill", and to file documents required by the Veterans Administration and the Division of Apprenticeship Standards for the purpose of entering and maintaining veterans in said training program. The foregoing Chapter 30 approval is hereby agreed to by the program sponsor.
15. **Collective Bargaining Agreement:** In the event of a collective bargaining agreement with a labor organization applicable to this organization/occupation, the foregoing standards are hereby agreed to by:

Signature: *Kevin Smith*
 Print Name: Kevin Smith
 Email: Kevin.Smith@scio521.org

Title: IWO
 Phone: (539) 447-2560
 Labor Organization: SEIU 521

16. **Program Administration:** Sponsor's designee authorized to administer the apprenticeship program:

Signature: *Marissa Trejo*
 Print Name: **Marissa Trejo**
 Email: **mtrejo@coalinga.com**

Title: **City Manager**
 Phone: **559-935-1533**
 Website: **www.coalinga.com**

The foregoing standards are hereby agreed to by the program sponsor as of _____.

The foregoing 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 on _____;

Effective _____

By:

 Jennifer Vargas, Apprenticeship Consultant
 Fresno District Office
 Division of Apprenticeship Standards
 2550 Mariposa Mall, Room 3080
 Fresno, CA 93721

By:

 Eric Rood
 Chief, Division of Apprenticeship Standards
 Apprenticeship Administrator
 California Department of Industrial Relations
 1515 Clay St, 3rd floor, Suite 301
 Oakland, CA 9461

**SELECTION PROCEDURES
 (ADDENDUM TO SINGLE EMPLOYER STANDARDS)**

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STREET ADDRESS 155 West Durian	CITY Coalinga	ZIP CODE 93210	COUNTY Fresno
OCCUPATION Account Clerk			O-Net CODE 43-3031.00

Recruitment, selection, employment, and training shall be without discrimination because of race, color, religion, national origin or sex. The sponsor shall operate the program in accordance with Part II, Title 8, Chapter 2, California Administrative Code.

- Information on apprentice openings shall be disseminated in writing to the Division of Apprenticeship Standards and to other agencies as required by State regulations at least 45 days in advance of the closing date for accepting applications. If applications are accepted continuously, information must be disseminated at least once every six months.
- Applicants will be required to complete written applications, which shall be kept on file for three years.
- Applications will be dated and recorded when received to establish chronological order of application.
- Age limitations: Must be at least 18 years of age.
- Education required: Completion/graduation of the 12th grade. G.E.D. accepted in lieu of high school graduation
- Physical examination is not required. Drug screen may be required. Participants must be physically able to perform the tasks and duties of the occupation.
- Written test required:

Name of Test: Account Clerk Written Exam

Administered By: City of Coalinga, Human Resources Dept.

Minimum Passing Score: 70%

- Oral interview: Factors considered and rating given to each factor in the space below:

Factors Considered	Rating
Education/Training	0 to 10
Personal Qualities	0 to 10
Experience	0 to 10
Verbal Communication	0 to 10
Compatibility	0 to 60
Maximum Score:	100%

Minimum Passing Score:	70%
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9. Relative weight of written test and oral interview:

Relative weight of written test:	50%
Relative weight of oral interview:	50%
Maximum Score:	100%
Minimum Passing Score:	70%

10. Applicants will be notified verbally or in writing within 30 days of acceptance or rejection. If rejected, reasons for rejection will be stated in writing.

11. Recruitment is open to the public via <https://www.coalinga.com/>

12. Applicants with previous experience, having met the basic minimum qualifications, will be evaluated separately from, and not in competition with, applicants with no previous experience. Applicants with proof of prior experience will be evaluated and placed in a higher wage bracket when employed.



 Signature of Program Sponsor

City Manager, City of Coalinga

 Title

2/10/2020

 Date

 Apprenticeship Consultant

 Date

 Chief, Division of Apprenticeship Standards

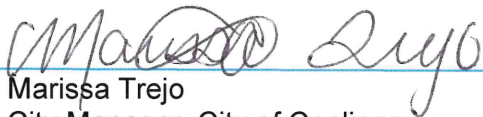
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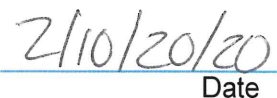
Program Sustainability

The City of Coalinga intends to employ and train apprentices who are to receive not less than 144 hours of related classroom or online instruction for every 2000 hours of on-the-job training. Apprentices shall not be compensated for required school time. West Hills Community College District agrees to be the local educational agency for the City of Coalinga's apprenticeship program and, as the local educational agency, West Hills Community College District will assign all instruction to apprentices identified by the Division of Apprenticeship Standards as registered apprentices.

West Hills Community College District will fund apprentice instruction with Full Time Equivalent (FTE) apportionment funding. Textbooks and/or instructional supplies are at the cost of the apprentice(s). If program administration costs become excessive, local grant funding or funding from the internal training budget of the sponsor may be applied. The City of Coalinga will responsibly administer the apprenticeship program with support from West Hills Community College District.



Marissa Trejo
City Manager, City of Coalinga



Date



WEST HILLS

COMMUNITY COLLEGE DISTRICT

May 28, 2019

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

To Whom It May Concern:

The City of Coalinga intends to employ and train apprentices who are to receive not less than 144 hours of related classroom or online instruction for every 2000 hours of on-the-job training. West Hills Community College District agrees to be the Local Educational Agency for Fresno Equipment Company's Apprenticeship Program. As the Local Educational Agency, West Hills Community College District will assign all instruction to apprentices identified by the Division of Apprenticeship Standards as registered apprentices.

West Hills Community College District will fund apprentice instruction with Full Time Equivalent (FTE) apportionment. If at any time additional funding is required to sustain the apprenticeship program, City of Coalinga shall seek training funds from its internal training budget, local, state and federal apprenticeship grants, and/or local workforce boards under the Workforce Innovation and Opportunity Act.

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

01/31/2020

Date