



ORANGE COUNTY
CAREER ACADEMY



WHAT IS OC CAREER ACADEMY?

The OC Career Academy (OCCA) is a new program aimed at providing opportunities for recent high school graduates to receive on-the-job training in preparation for a career path with the County of Orange. Selected participants will be hired as extra help employees on a full or part-time basis for up to one year.

PROGRAM HIGHLIGHTS

Applicants will be hired in the Work Experience Participant classification under a specific training path reflecting the program responsibilities. Initially, three career pathways focusing on developing clerical, laborer, or trades work experience will be available.

Duration of Employment	Maximum of one (1) calendar year (2080 hours)
Type of Position	Extra help (temporary). Exempt from renewal requirement after six (6) months. Funded by the hosting department.
Minimum Qualifications	A high school diploma or GED equivalent is required at the time of appointment.
Hours	Up to 40 hours per week
Ongoing Employment	Participants are required to apply and compete for regular County positions. There is no guarantee of permanent employment at the conclusion of the training program.

CAREER PATHWAYS



CLERICAL



LABORER



TRADES

ADDITIONAL TRAINING

In addition to hands-on training, Human Resource Services, Learning and Organization Development (L&OD) will provide participants with additional instruction to foster communication, customer service and technology skills.

SALARY RANGE

Each career pathway will have an assigned hourly rate based on internal and external market review.

CLERICAL PATHWAY



Human Resource Services - Pilot Assignments

Under direct supervision, participants will gain experience processing documents, composing routine correspondence, answering phones, and maintaining records. After six months of full-time equivalent work experience, participants will be eligible to apply and compete for either Office Assistant or Office Technician positions.



Q1: INTRODUCTION TO RECRUITMENT



Month 1

- Onboarding
- Safety Training
- NIMS Certifications
- L&OD Training (Professionalism)
- Recruitment Support Tasks & Software

Month 2

- L&OD Training (Communication)
- Proctoring
- Scanning Documents
- Point of Contact for Training Room
- Ordering Office Supplies
- Job Fair Coordination
- Screening Internship Applications & Systems

Month 3

- L&OD Training (General Workplace Safety)
- Continuation of Recruitment Tasks Mastery

SAMPLE SCHEDULE

Q2: INTRODUCTION TO RECORDS



Month 4

- L&OD Training (Teamwork)
- Learn Records Support Tasks & Systems

Month 5

- L&OD Training (Computer Applications)
- Scan Documents into Onbase
- Print Files for Separated Employees
- Print & Prepare Onboarding Sign-Up Packets
- Employment Verifications
- Assist with File Reviews

Month 6

- L&OD Training (Computer Applications)
- Continuation of Record Task Mastery

Q3: INTRODUCTION TO ADMINISTRATIVE SERVICES



Month 7

- L&OD Training (Interview Skills)
- Learn Administrative Services Support Tasks & Systems

Month 8

- Oversee Front Desk
- Respond to Public Inquiries
- Submit Service Tickets
- Update Monthly HRS Phone Directory
- Conduct Verbal Employment Verification
- Collect/Distribute Mail
- Update NIMS Training List
- Update Emergency Contact List
- Guide Employees to Evacuation Zones in Case of Emergency

Month 9

- Continuation of Administrative Services Task Mastery

Q4: INTRODUCTION TO CLASSIFICATION



Month 10

- Learn Classification Support Tasks

Month 11

- Oversee Internal & External Surveys
- Phone Calls & Responding to General Questions
- Referring Requests to Appropriate Unit
- Creating/Reviewing/Updating Documents & Procedures
- Schedule Meetings
- Take Notes for Group Meetings
- Maintain Shared Drive
- Call/Submit Requests for Needed IT Applications & Systems

Month 12

- Continuation of Classification Task Mastery

LABORER PATHWAY



OC Waste and Recycling - Pilot Assignments

Under direct supervision, participants will gain experience performing unskilled and manual labor tasks using common hand tools and will learn other job duties such as traffic control, litter removal, weed abatement and drainage control components. After six months of FTE work experience, participants will be eligible to apply and compete for Landfill Laborer positions.



Q1: INTRODUCTION TO BASIC LABOR DUTIES



Month 1

- Onboarding
- Personal Protective Equipment Training
- Radio Communication Training
- Safety Training
- Traffic Control
- Litter Control

Month 2

- Traffic Control Training
 - Refuse Station Attendant
 - Flagging
 - Point-of-Contact
 - Sign/Message Board
 - Equipment Crossing
- Litter Control Training
 - Use of Picker/Bags
 - Understand Lifts, Elevations, Slopes

Month 3

- Tool Orientation
 - Hand/Power Tools

**Q2:
INTRODUCTION
TO COMPOSTING
& SPECIAL
PROJECTS**



Month 4

- Compost Facilities/Greenery Training
 - Temperature Readings
 - Assisting with Bagging/Stacking

Month 5

- Special Projects Introduction Training
 - Drainage
 - Wind Cage Repairs
 - Minor Concrete Projects
 - Sand Bagging
 - Installing Wind/Silt Fences
 - Installing Erosion Control
 - Tarp Repair (Sew/Stable)

Month 6

- Continuation of Mastery of Prior Duties/Procedures

**Q3:
CONTINUATION
OF MASTERING
LABORER DUTIES**



Month 7

- Participant will meet the 6-month minimum qualification to be eligible to apply for a permanent Landfill Laborer position via County Recruitment

**Q4:
CONTINUATION
OF TRAINING
PROGRAM**



Participant to work closely with mentors and/or supervisors in the performance of daily assignments

TRADES PATHWAY



Under direct supervision, participants will gain experience by assisting with routine manual work, operating hand tools and equipment, and assisting with inspections and basic repairs. After gaining related trades experience, participants will be eligible to apply and compete for Trades Helper positions.



CURRICULUM IN PROGRESS



A structured training curriculum of trade-specific activities will be available upon full implementation of the program

PROGRAM BENEFITS

OCCA participants will get the opportunity to learn about County trades, careers, professions firsthand. Whether participating in the clerical, laborer or trades pathway, participants will gain practical on-the-job training as well as the opportunity to develop and hone competency with various job-related tasks and responsibilities. In addition, they will gain valuable insight, training, and guidance as they navigate the different career possibilities available at the County of Orange.

The program will afford participants the ability to learn and further develop their communication, customer service, and technology skills within a structured training program. Furthermore, as employees, participants will get access to benefits such as healthcare and the Paid Sick Leave program.

The Academy will provide an entry point for an applicant group that may not have considered working in the public sector and an opportunity to start a career with the County with no prior work experience. In addition, the skills that participants learn will not only develop their professional abilities and competence in the respective field, but also contribute to the overall mission of the County to deliver high quality programs and services to the community.

Ultimately, the OC Career Academy aims to provide its participants with an opportunity to realize their potential career development and growth with the County of Orange.



