

# Driving Career Growth through the Upward Mobility Program



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# Agenda

- What the Upward Mobility Program is and why it matters
- Program requirements and how departments can meet them
- How EEO, HR, leaders and supervisors each play a role
- Resources available to help design and run programs
- Tips for marketing, recruitment, and long-term success

# Upward Mobility Overview

- Upward Mobility (UM) is a program designed to help state employees in low-paying entry-level (LPEL) classifications to develop and advance to entry-level technical, professional and administrative (ELTPA) classifications by providing opportunities for career development.

# Importance of the Upward Mobility Program

- Clarifies intent, expectations, and benefits of upward mobility
- Builds internal pipelines for hard-to-fill ELTPA positions
- Supports employee development and career growth
- Promotes equity, diversity and workforce retention
- Provides measurable data to track impact and improve the program

# Upward Mobility Coordinator Responsibilities

- Promote the program internally to increase awareness and participation
- Support employees and supervisors with eligibility, CDPs and training guidance
- Collaborate with HR, Training and Succession Planning to align efforts
- Track outcomes and contribute to annual reporting and compliance

# 2CCR 599.981 UM Classification Definitions

## Low-Paying Occupations Positions in:

- Horticulture
- Office and Allied Services
- Custodian and Domestic Services
- Mechanical and Construction Trades
- Bridging and career development classifications in other areas

## Entry Technical, Professional and Administrative Positions

- Classifications that are:
- Technical, professional, or administrative
- Typically, open to public hiring
- Advancement opportunities for employees in low-paying occupations

# How Upward Mobility Works

- UM Coordinators market program to LPEL Employees
- LPEL Employees apply for program
- Candidates are selected based on selection criteria
- Supervisors work with participants on Career Development Plans (CDPs)
- UM Coordinator works with participants to achieve CDP goals such as training, OJT, interview preparation, etc.

# Low-Paying Entry-Level Classifications

- BL00-BM00 Horticulture
- CA00-CZ99 Office & Allied Services
- DA00-DZ99 Custodian & Domestic Services
- PA00-RZ99 Mechanical & Construction Trades
- Varies Bridging & Career Development



# UM Entry-Level TPA Classifications

- AA00-BZ99 Agriculture & Conservation
- EA00-FZ99 Education & Library
- GA00-IZ99 Engineering & Allied Services
- JA00-MZ99 Fiscal, Management, & Staff Services
- OA60-OZ99 Legal
- SA00-TZ99 Medicine & Allied Services
- VA00-VZ99 Protective Services & Public Safety
- WA00-ZY99 Social Security & Rehabilitation Services
- UA00-UG99 State Emergency Disaster Program

# Program Components

- **Career Counseling**
  - Guidance
- **Academic Counseling**
  - Educational Assistance
- **Training Opportunities**
  - CalLearns
- **Training and Development**
  - T&D Assignment
- **On-the-Job Training**
  - Training on Worksite
- **Job Restructuring**
  - Modify/Add Duties

# Career Mobility Options

- Eligibility through examination
- Bridging classifications
- Classification transfers
- Training & Development (T&D) assignments
- Rotational assignments

# Career Development Plan (CDP)

- Defines short- and long-term career goals
- Includes specific actions and timelines
- Focuses on training and skill development
- Tracks progress toward promotion readiness
- Requires supervisor input and approval
- Estimates resources and associated costs

# Roles and Responsibilities

- Participants
- Supervisors
- Human Resources
- Training Office
- Workforce and Succession Planning
- Department Recruiter
- Budget Analyst or Officer
- EEO Officer
- CalHR / EAMSD
- Director

# UM Program Reporting

- The annual Workforce Analysis is due to CalHR on June 1
- It requires:
  - Number of program participants
  - Number of UM hires
  - Hiring goal
  - UM Program budget
  - UM Plan/Handbook
  - Action Plan

# UM Goals and Action Plans

- Departments set participation and hiring goals
- CalHR reviews UM goals and action plans to monitor good faith effort
- The CalHR Compliance Unit provides follow up and best practices to strengthen action plans

# Best Practices

- Clearly market UM benefits: career growth, counseling, skill-building
- Use multiple communication channels: orientations, emails, flyers
- Secure strong support from leadership to foster a culture that values career development
- Develop tracking/monitoring of UM program data for evaluation and reporting to CalHR



# Call to Action

- Market your UM Program
- Collaborate within your department
- Locate and review your departments UM resources
- Learn how you can support the UM Program

# Resources

- [Statewide Policy 1005 - Upward Mobility Program](#)
- [CalHR Pay Scales](#)
- [Workforce Analysis and Census of Employees \(ca.gov\)](#)
- [Upward Mobility \(ca.gov\)](#)

# Thank you for your time!



QUESTIONS?



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