

Policy

It is the policy of the California Department of Food and Agriculture (CDFA) to have an active Upward Mobility (UM) Program designed to provide equitable access and departmental assistance for permanent full-time employees with a demonstrated interest and ability to advance their careers. CDFA supports each employee's effort to advance within the Civil Service process by providing opportunities for advancement within the Department.

Authority

Government Code Sections 19400-19406

State Personnel Board Regulations 547.82 – 547.87

Background

CDFA is committed to providing efficient and effective services to the people of California. In order to deliver these services, CDFA relies on the skills, knowledge, abilities and job performance of each of its employees. Accordingly, CDFA recognizes the need for maintaining a comprehensive program of human resource development.

The UM program is an integral part of employee development by assisting employees in reaching their full potential. The purpose and ultimate goal are to facilitate career development and provide expanded avenues for interested employees to achieve their professional goals.

Participation in UM does not guarantee a promotion. Each employee must identify and pursue opportunities available within CDFA.

Definitions

*Bridging Career
Ladders*

The succession of job classifications in which employees may gain experience in order to advance from positions in low-paying occupations to technical, professional, or administrative positions.

*Bridging
Classifications:*

Classifications established to provide experience for employees in low-paying occupations that meet the minimum qualifications for traditional entry technical, professional, and administrative classifications.

Upward Mobility Policy

<i>Entry-Level Technical, Professional, and Administrative Positions</i>	Positions in technical, professional, and administrative classifications for which hiring is typically open to the public and into which employees in low-paying occupations may advance.
<i>Good-Faith Effort</i>	Actions performed by the Department demonstrating compliance with all UM statutes and regulations.
<i>Low Paying Occupations</i>	Groups of classifications within CDFA and identified in the California Civil Service Pay Scales as published by the California Department of Human Resources.
<i>Upward Mobility</i>	The development and advancement of employees from positions in low-paying occupations to entry-level technical, professional, and administrative positions.

Purpose

The purpose of this policy is to provide information, options, and resources on career opportunities that will allow employees in low-paying occupations to advance to their highest potential. UM provides opportunities for employees who meet established Department criteria and can demonstrate the aptitude or potential for advancement, and who wish to participate in:

- Career Counseling
- Academic Counseling
- Training Programs
- On-the-Job Training

Responsibility

The responsibility of UM is shared by employees, supervisors and management. Its success depends on active participation at all levels.

<i>Employees</i>	Employees are responsible for their own career and UM planning. This includes a self-assessment of skills and abilities, education and desires, and working with their supervisor to develop an Individual Development Plan (IDP) Std.637 .
<i>Managers and Supervisors</i>	Managers and supervisors are responsible for informing employees that UM is an available option and providing assistance when employees express an interest.

Upward Mobility Policy

Equal Employment Opportunity (EEO) Office

The EEO Office is responsible for providing resources and information to guide employees in developing career paths. The EEO Office focuses on ensuring sufficient job-related and career-related training resources are available to employees, and promoting courses and workshops that are relevant to career development and career counseling.

Participation

The degree of departmental participation in UM will be governed by available resources, the needs of the Department, management's evaluation of the employee's potential for advancement, and the willingness of the employee to assume the primary responsibility for career development.

Interested employees must submit an IDP to their supervisor. The front of the IDP is to be completed jointly by the supervisor and the employee. The employee and the supervisor will determine performance objectives for the coming year and the plan for achieving those objectives (training, rotational assignments, etc.). (See Section [9.7.3](#), Training Policy and Section [9.7.1](#), Performance Appraisals and IDP's).

Distribution

Distribution of the above policy/procedure includes all employees.

To access CDFA's UM Program, please visit the EEO Office's SharePoint portal at <https://main.cdfa.ca.gov/Programs/Exec/eoo/UM/Pages/default.aspx>.

Questions regarding training or tuition reimbursements should be directed to Human Resources Branch's Learning and Development Center at (916) 654-0790.

Questions regarding State Civil Service examinations should be directed to HRB's Examination Unit at (916) 654-0790.

Any questions concerning this policy or anyone seeking advice or consultation regarding CDFA's UM Program may contact the EEO Office at (916) 654-1005.