



August 28, 2019

**MEMORANDUM**

TO: Incumbent Worker Apprenticeship Program Subcommittee  
 FROM: Oriana Maghoney, Staff Development Coordinator – Human Resources  
 RE: Proposed Timeline and action items for the Apprenticeship Launch

San Joaquin County is very excited to move forward with the implementation of our pilot launch for the Incumbent Apprenticeship program for the classification of Information Systems Specialist within our Information Systems Division.

As we move forward in this process, I have created a proposed timeline outlined below:

<b><i>Due Date</i></b>	<b><i>Task</i></b>	<b><i>Assigned To</i></b>
August 28, 2019	<b>Committee Mtg:</b> Receive Timeline	All subcommittee members
September 20, 2019	Post the opportunity and open the application process	Oriana Maghoney, San Joaquin County
September 25, 2019	<b>Committee Mtg:</b> Report out on current application numbers	All subcommittee members
October 4, 2019	Application submission deadline 5:00pm	
October 11, 2019	Deadline to inform applicants of status	Oriana Maghoney, San Joaquin County
October 21, 2019	Administer test for eligible candidates	Oriana Maghoney, San Joaquin County
October 23, 2019	<b>Committee Mtg:</b> Report out on test participants	All subcommittee members
October 28, 2019	Release test results	Oriana Maghoney, San Joaquin County
November 4-8 2019	Conduct interviews	Oriana Maghoney, Beth Warren, Salvador Vargas
November 14, 2019	Begin making offers	Oriana Maghoney, Beth Warren, Salvador Vargas
November 20, 2019	<b>Committee Mtg:</b> Introduction of Program Participants	All subcommittee members & Program Participants
November 21, 2019	Participants enroll in San Joaquin Delta College	Salvador Vargas
January 13, 2020	Spring Classes Begin	San Joaquin Delta College

*\*Please note that this is an ambitious timeline and that some of the dates, tasks and assignments would shift. Additional steps to reach the goals are not outlined.*