

Department of Fish and Wildlife

DIRECTOR'S BULLETIN

No. 2014-01

To: All Department of Fish and Wildlife Staff

Date: January 8, 2014

From: Charlton H. Bonham, Director

Subject: **Upward Mobility Program**

This Bulletin supersedes Director's Bulletin 2008-005. Per Government Code Section 19401, upward mobility is the planned development and advancement of employees in low-paying occupations to entry-level technical, professional, and administrative positions. A proactive upward mobility program is an integral part of that effort.

The effectiveness of the California Department of Fish and Wildlife (CDFW) is directly related to the professional growth and development of our employees. Our Department invests in its greatest resource, its employees, by making the Upward Mobility Program an integral part of meeting the challenges of the future and ensuring that our staff has the knowledge, skills, and abilities to meet those challenges. The Upward Mobility Program is essential to our strategy of preparing employees for opportunities in entry-level technical, professional, and administrative classifications, and developing their skills so they may advance to their highest potential.

The Upward Mobility Program will:

- Motivate our employees in low-paying occupations to improve their qualifications and advance in their careers;
- Provide necessary resources and assistance, through our Office of Training and Development (OTD) and the Office of Equal Employment Opportunity (EEO), to help our employees achieve their career goals;
- Help CDFW maintain a well-qualified, diverse workforce and increase the number of individuals eligible for promotion into entry-level technical, professional, and administrative positions.

Employees in the following classifications may be eligible to request Upward Mobility training:

CLASSIFICATIONS that may be eligible to request Upward Mobility training		
Account Clerk II	Materials and Stores Specialist	Seasonal Clerk (TAU)
Accounting Technician	Materials and Stores Supervisor	Secretary
Assistant Clerk	Office Assistant (General)	Senior Account Clerk
Digital Print Operator I	Office Assistant (Typing)	Senior Legal Typist
Dispatcher-Clerk	Office Services Supervisor I (General)	Service Assistant (Maintenance)
Dispatcher-Clerk Supervisor	Office Services Supervisor I (Typing)	Stock Clerk
Executive Assistant	Office Services Supervisor II (General)	Supervising Account Clerk I
Executive Secretary I	Office Services Supervisor III (General)	Supervising Account Clerk II
Key Data Operator	Office Technician (General)	Supervising Program Technician I
Key Data Supervisor I	Office Technician (Typing)	Supervising Program Technician II
Mailing Machines Operator I	Program Technician	Supervising Program Technician III
Maintenance and Service -	Program Technician II	Tractor Operator-Laborer
Occupational Trainee	Property Inspector (Specialist)	Warehouse Worker
Management Services Technician	Scientific Aide	Word Processing Technician

The entry-level technical, professional, and administrative classifications in which employees in the low-paying occupations (listed above) may advance to are listed below:

Entry Technical, Professional, and Administrative CLASSIFICATIONS		
Accountant I Specialist	Fish and Wildlife Technician	Personnel Specialist
Administrative Assistant I	Information Systems Technician	Staff Services Analyst
Assistant Information Systems Analyst	Management Services Technician	Warden Cadet
Business Service Assistant		

Appointments to these positions are typically made from open eligible lists.

The Office of EEO will oversee the non-discriminatory operation of the Upward Mobility Program by ensuring equal access to and accommodations for program components and by monitoring the effectiveness of the program. The Office of EEO will also document Department efforts and report progress and issues to the Director and to the California Department of Human Resources on an annual basis.

If you need assistance or have any questions regarding the Career Development and Upward Mobility Program, please contact Gayle Martin, Program Coordinator, OTD, at (916) 928-8330 or visit:

<https://intranet.dfg.ca.gov/portal/Training/CareerDevelopmentandUpwardMobility/tabid/2148/Default.aspx>. You may also contact the Office of EEO at (916) 653-9089.



Charlton H. Bonham
Director