BOARD OF SUPERVISORS RESOLUTION
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UPDATED SEPTEMBER 30, 2008/RESOLUTION #2008-684
PROGRESSIVE EMPLOYMENT PROGRAM (PEP)
PREVIOUSLY KNOWN AS THE HOPE PROGRAM
Revised 09/08

WHAT IS THE PEP PROGRAM?

The Progressive Employment Program (also known as the PEP Program) is the County's employment program to assist qualified individuals in removing barriers to obtaining a position with Stanislaus County. Individuals selected under the PEP Program are hired in a trainee capacity. The goal of the program is to assist individuals with employment barriers into obtaining full-time, permanent positions with the County. The program benefits the County in assisting a variety of individuals into careers with local government.

To qualify for employment under the PEP Program, an individual must be an emancipated foster youth or have a visual, hearing, speech, orthopedic, or developmental disability, mental impairment, or be a recovering alcoholic and/or addict. Placement of PEP eligible in County government can be made at the trainee level in any job classification that is PEP designated by the County Chief Executive Office/Human Resources Division and Department where the position is allocated. PEP appointees will be selected at the trainee level consistent with the County's "trainee" provision. This means that their appointments will be at 15% below the salary assigned to the position they are filling. Appointments under the "trainee" provision will be for up to 24 months. If PEP participants successfully perform the duties of the job and meet the minimum qualifications for the regular position, they will then be considered for regular appointment.

PEP CERTIFICATION

Positions that are PEP designated will be announced in Stanislaus County job announcements. Persons who are interested in applying for PEP designed positions must first be PEP certified by an established agency that provides services to emancipated foster youth or persons with disabilities. Such agencies could include the State Rehabilitation Department, physician offices, the Modesto Independent Living Center, United Cerebral Palsy Association, Stanislaus County Blind Association, Association for Retarded Citizens, Stanislaus County Department of Behavioral Health and Recovery Services, Stanislaus County Community Services Agency, to name a few. Persons interested in being certified for program consideration should have the appropriate agency complete a program eligibility form which confirms medical evidence of their disability or proof of emancipation from foster care. A completed copy of the certification form must be attached to each County application for positions applied for under PEP. The original certification form should be retained by the applicants for use in applying for future PEP designated positions.

ANNOUNCEMENTS

Job announcements allowing consideration of PEP participants will be available in the Stanislaus County Chief Executive Office/Human Resources located at 1010 10th Street, Suite 6800, Modesto, CA and online at www.stanjobs.org.

HOW TO APPLY

Persons can apply for PEP designated positions at any time by completing the County's online application for employment for those positions that are open to PEP participants. PEP designated positions will be advertised in County job announcements. Persons interested in applying for these positions will be required to complete a County online application form and the PEP certification form previously mentioned. In applying for PEP designated positions, the applicant must attach the PEP certification form and any other relevant qualifying information. If an individual needs assistance in completing the online application form, County recruitment staff is available to assist at 1010 10th Street, Suite 6800, Modesto, CA or by calling (209) 525-6341.

Since this is a "trainee" program, persons applying under this program are not required to meet the minimum qualifications for the position for which they apply. The completed application and signed PEP certification form must be returned to the County Chief Executive Office/Human Resources on or before the filing date specified on the job announcement. Individuals not specifying that they are applying under PEP will be considered under the County's regular recruitment process should a regular recruitment be taking place. The fact that persons may be disabled does not require them to apply for PEP positions if they do not wish to do so, but may apply for employment under the County's regular recruitment process.

EXAMINATION PROCESS

Submission of applications under PEP will be in the same manner as under the County's regular recruitment process. Persons needing an accessible testing location, an interpreter or other special testing arrangement should indicate so in the "Additional Information" section of the County's online application form. The examination process will be limited to a ranking interview only. Candidates who pass the ranking interview will be placed on an eligible list, and appointments to vacant PEP positions will be made pursuant to the County's Selection Ordinance. Eligibles will have their names placed on an eligible list for a minimum of six months, unless hired or the list is abolished sooner or extended. Eligible trainees must prove their eligibility to successfully perform assigned duties and could conceivably remain on PEP status for up to 24 months depending on the amount of experience and/or education they bring to the job and the minimum qualification requirements for the position. Appropriate reasonable accommodations will be provided to disabled PEP hires during both the trainee assignment, and after promotion to regular status, if such accommodation continues to be required.

JOB EXAMINATION PERIOD

After PEP candidates are appointed, they will be evaluated consistent with the County's trainee policies. Trainees may be evaluated and transitioned to regular employee status during the 24-month "trainee" period, upon meeting the minimum qualification requirements and approval by the employee's department. Time spent under "trainee" status by PEP employees will not be counted towards meeting probationary and step increase requirements once they are elevated to regular employee status.

IMPORTANT CONSIDERATION

The same rights which apply to employees selected under the regular personnel system will apply to PEP employees. Consistent with the County's trainee policies, PEP appointments will be made in the Unclassified Service of County government.

INFORMATION

Additional information on how the Progressive Employment Program (PEP) works can be obtained by calling the Stanislaus County Chief Executive Office/Human Resources at (209) 525-6341.

Now that you have this certification form, there are a number of steps that you must follow before you can be considered for a trainee appointment under Stanislaus County Progressive Employment Program (PEP).

PROCEDURE

1. Visit the Stanislaus County Chief Executive Office/Human Resources, 1010 10th Street, Suite 6800, Modesto, CA or the County's website at www.stanjobs.org and identify those positions that are PEP designated and of interest to you.

2. Complete the standard County online application for employment form for those PEP designated positions that are of interest to you and that are currently open recruitments. A completed copy of this certification form must be attached to each County application for positions applied for under PEP. The original certification form should be retained by you for use in applying for future PEP designated positions. If you are unable to upload and attach your certification form, please contact the County Chief Executive Office/Human Resources department for assistance.

3. When applying for PEP designated positions make sure you indicate in the "Additional Information" section that you are applying for a trainee level position. For example, if you are applying for Administrative Clerk, you should indicate on your application that you are applying for "Administrative Clerk Trainee."

4. If you are successful in the examination process, you will be placed on an eligible list.

5. You will be certified for appointment consideration as a trainee appointee during the life of the eligible list (County eligible lists usually remain in effect for six months unless sooner abolished or extended) at such time as the department requests certification of PEP eligibles. Certification of PEP eligibles will be done pursuant to the County's Selection Ordinance.

- Accountant I
- Administrative Clerk I
- Agricultural Assistant I
- Animal Care Specialist I
- Animal Services Officer I
- Application Specialist I
- Appraiser I
- Appraiser Technician
- Assistant Cook I
- Attorney I
- Auditor-Appraiser I
- Building Inspector I
- Child Support Officer I
- Clinical Lab Assistant I
- Community Health Worker I
- Confidential Assistant I
- Crime Analyst Technician
- Deputy Coroner
- Deputy Probation Officer I
- Deputy Sheriff I
- Deputy Sheriff Custodial
- Emergency Call Taker
- Engineering Aid I
- Environmental Health Specialist I
- Environmental Technician
- Equipment Service Technician
- Family Services Specialist I
- Hazardous Materials Specialist I
- Housekeeper/Custodian
- Interviewer I
- Landfill Equipment Operator I
- Legal Clerk I
- Librarian I
- Library Assistant I
- Licensed Vocational Nurse I
- Maintenance Engineer I
- Medical Biller I
- Medical Records Clerk
- Mental Health Clinician I
- Milk Tech
- Nursing Assistant
- Paralegal I
- Park Maintenance Worker I
- Probation Corrections Officer I
- Resource Management Specialist I
- Road Maintenance Worker I
- Social Worker I
- Stock/Delivery Clerk I
- Storekeeper I
- Systems Technician I
- Therapist Aid
- Veterans Service Representative
- Victim Advocate

If you do not see a position on this list that you believe qualifies as an entry level position, please contact the Chief Executive Office / Human Resources Division at (209) 525-6341.

This is to certify that _____ (print name) qualifies for participation in the Stanislaus County Progressive Employment Program (PEP).

Progressive Employment Program Categories

☐ Hearing
☐ Speech
☐ Orthopedic
☐ Developmental
☐ Emancipated Foster Youth
☐ Mental Impairment
☐ Recovering Alcoholic
☐ Recovering Addict
☐ Other
(Specify) _____

Applicants understand that information regarding their disability status will be shared with the Stanuslaus County Chief Executive Office/Human Resources for program eligibility and Equal Rights Program data collection purposes.

_____
Signature of Application

_____
Date

_____
Signature of Certifier

_____
Phone Number of Certifier

_____
Title/Name of Certifying Agency

_____
Address

_____
City Zip Code