

Career Mobility Program Applicant FAQs

What is the Career Mobility Accounting Program?

The Career Mobility Accounting Program provides no-cost education and guided support for state employees to develop professional skills to advance their careers into an Accounting I or II position within state service. It is the first program of its kind in the state and is supported by Uplift Oregon, SEIU 503, Western Oregon University (WOU), and sponsored by several participating state agencies. The program is comprised of cohort-based classroom instruction, peer support through quarterly cohort meetings and more. Upon acceptance into the program, you will be enrolled in a series of accounting classes that will earn you 32 credit hours of college-level accounting coursework upon completion, with an emphasis on concepts within state function.

Which agencies are currently sponsoring the program?

- Oregon Department of Human Services (ODHS)
- Oregon Health Authority (OHA)
- Oregon Department of Consumer & Business Services (DCBS)
- Oregon Department of Housing & Community Services (DHCS)
- Oregon Department of Administrative Services (DAS)
- Oregon Department of Revenue

Do I have to be employed at one of the sponsoring agencies?

No. This program is available to employees in all agencies who meet the minimum requirements for application. Applicants from sponsoring state agencies (see above) are given priority in the selection process, but all state employees who meet the minimum requirements (see below) may apply.

What are the minimum requirements for application?

Each applicant MUST:

- Have permanent, full-time status in an executive branch state agency for a minimum of 1 year.
- Be able to perform the essential duties of the program, with or without reasonable accommodation;
- Not have formal discipline within the last 12 months;
- Not have unapproved leave-of-absence within the last 12 months;
- Not currently be on trial service or a limited term assignment;
- If currently or previously attending classes at the partnering educational institution (Western Oregon University), be in a positive academic standing status;

- Not have other commitments that conflict with completing the requirements of this program.
- Commit to continuing as an employee of the State of Oregon for two years upon program completion.

Do I have to be a union member to apply?

We strongly encourage members of SEIU503 to apply, however it is not a requirement that an applicant be a member to apply.

Am I still working while participating in this program?

Yes. Successful applicants will be invited to join the Career Mobility Accounting Program cohort and you will have your coursework with WOU fully paid for with a class schedule that fits your current job while you participate. You must maintain your current job satisfactorily while in the program, and you will continue to earn your regular salary and benefits while also going to school. Once through the program, participants will be qualified for hard-to-fill positions at the state. In return for the educational investment, participants are asked to commit at least two years at the state level in Accounting I & I, Tax Auditing, or similar positions.

What is the application and selection process for this program?

Applications will be evaluated and screened based on the criteria above by the Career Mobility Selection Committee.

For applicants who meet the minimum requirements, an aptitude test and interview may be required in addition to the initial application. If an aptitude test is requested, an email will be sent with instructions and time guidelines for completion. If an interview is requested, interview questions will be emailed to applicants ahead of time along with further instructions and meeting time guidelines. Applicants who are accepted into the program will be notified by a representative from Uplift Oregon. Additional steps will be defined at that time, and class enrollment and online credential instructions will follow.

How frequently is the program offered?

This is a pilot program where DAS, SEIU, and WOU will determine the frequency of offering and other opportunities by Fall 2024. The program is currently offered for a cohort of up to 30 participants for the Winter (January) 2024 start.

What is the Career Mobility Committee?

The Career Mobility Committee is the labor/management partnership formed to establish, manage, and evaluate the program. It is comprised of representatives from management and SEIU, Uplift Oregon, and

Western Oregon University (WOU). They are responsible for overseeing and managing the program. A subcommittee will be utilized as the Selection Committee for candidate review and selection.

Are there prerequisites?

No college prerequisites are required; however, applicants should be prepared to understand complex program coursework focusing on accounting, auditing, and finance. Additionally, transfer credits may be given to those who have previous coursework in the BA211 Financial Accounting and/or BA213 Managerial Accounting courses.

How long is the program?

The program is a one-year commitment. Classes start **January 8, 2024**, and will end **December 12, 2024**. There are two classes per term, 4 terms total (Winter, Spring, Summer, and Fall). Winter, Spring, and Fall terms are each 11 weeks (about 2 and a half months each), and Summer is a shortened 6-week term. There are breaks between every term of varying lengths. Participants are strongly encouraged to attend the Midterm Meet Up sessions with the Support Team once a term (see Timeline for dates; location TBD). Participants are also encouraged to commit to continuing employment with the State of Oregon for two years after program completion. (See [Timeline](#) for details and specific dates.)

What is the weekly time commitment of the program?

The structure of the courses is online and asynchronous, meaning that you will not need to meet online with an instructor in front of you virtually at a specific day and time. You will have an instructor at WOU who will be guiding the course, providing you with the materials, and available for direct communication and academic assistance throughout the course. It is highly recommended to communicate with your instructor. You will be expected to submit assignments online by the due date provided by the instructor and outlined in the syllabus. The individual time commitment will vary depending on level of experience and/or predisposition to concepts, but participants should plan to set aside time regularly to study and complete assignments/projects.

Will I receive paid work time to complete this program?

It is strongly recommended that agencies provide 4-8 hours of work time each week for course work and quarterly cohort meetings. It is up to you and your direct supervisor to discuss this option and to construct a career development plan or agreement that includes a work schedule for this program that is considerate of both sides. For a guide on how to talk to your supervisor go [HERE](#).

Are there breaks/weeks off between terms?

Yes. There are breaks between terms of varying lengths. (See [Timeline](#))

What support is available for cohort participants?

Career Mobility Program Manager: Through Uplift Oregon, you will have access to the services of the Career Mobility Program Manager who will be your first point of contact for all questions regarding the structure, needs, and feedback for the program. This individual will provide program support in the form of direct communication regularly to check in on your needs, as well as creating virtual and in-person opportunities to meet with your cohort. The Career Mobility Program Manager will help keep you connected to the people and resources you need to help you succeed.

Cohort Coordinator: Through Western Oregon University, you will have a Cohort Coordinator who will be your first point of contact for all questions regarding your academic participation in the Accounting Program. This individual will provide academic assistance in the form of course guidance whenever possible as well as resource direction for additional needs the university may be able to provide.

School/Academic Support: As a student at Western Oregon University (WOU), you will have access to the Student Success and Advising Office that includes Tutoring in a variety of subjects including Math and Writing (English & Spanish tutoring available; in-person & virtual tutoring available).

For more information on tutoring and other available services through the **Student Success & Advising Office**, click [HERE](#).

For information on Strategies for Successful Online Learning, click [HERE](#).

You also have access to many of the features within the **Division of Student Affairs** including:

- [Multicultural Student Services and Programs](#)
- [Disability Services](#)
- [Center for Professional Pathways](#)

Career Support: Additionally, we will be developing opportunities for participants to learn more from experienced state accountants during the course of this program to check-in on goals, progress, and needs.

Cohort Support Team: The whole cohort will meet once per term at midterm (in-person or virtually) with their Cohort Support Team, consisting of representatives from Uplift Oregon, WOU, and SEIU503 who will be resource guides to help you navigate this new territory and gather feedback on your experience.

What is the curriculum?

The classes in this cohort amount to 32 hours of college level credit and will be delivered online by Western Oregon University (WOU). Curriculum consists of the following courses: Financial Accounting, Managerial Accounting, Intro to Business Computing, Intermediate Accounting I & II, Forensic Accounting, Financial Management, and State & Local Government. Apprentices may be granted credit for equivalent coursework upon WOU approval.

What happens after I complete the program?

After you complete the pilot program, you will meet the minimum qualifications for an Accounting I or II classification within state service and will be eligible to apply for these vacancies within the state. You will receive a certificate of completion and will have a valid transcript of all courses completed at WOU. These credits will be reviewable for transfer to other accredited institutions of higher learning for further professional development. Additionally, toward the end of your education experience, there will be opportunities for you to meet with HR Recruitment professionals to help guide you through the application process, updating your materials (e.g. resume, cover letter, etc.), and finding open positions within the state. Participants who complete the program are asked to complete a minimum of 2 years' service at the state upon completion.

Who is eligible to apply?

The Career Mobility Accounting program is for any incumbent state worker in the executive branch who has been employed with the state for a minimum of a year and who has an interest in becoming an accountant. For a full list of minimum qualifications, please refer to page one of this document or the main webpage.

Where can I get more information? Please visit <https://www.upliftoregon.org/overview/> or email us at career.mobility.program@RISEpartnership.com

Thank you to our supporting agencies and partners!

