

Career Mobility: Management FAQ's

The purpose of this document is to serve as a supplemental guide to the Career Mobility General FAQ's with a specific focus on managerial support and function within the Career Mobility Program.

What is the Career Mobility Accounting Program?

The Career Mobility Accounting Program provides incumbent state workers with no-cost education and guided support to develop professional skills and 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), DAS Chief Human Resources Office, 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 them 32 credit hours of college-level accounting coursework upon completion, with an emphasis on concepts within state function. This is a yearlong program that will allow participants to continue working in their current job and maintain their benefits while moving forward in their careers.

How can I best support my staff members/employees in their participation in the Career Mobility Program?

This program is an opportunity to “grow our own” within the state and provide opportunities for Oregon’s workforce while helping boost retention and recruitment efforts into key positions.

- You can recommend qualified candidates for the program and encourage them to apply!
- You can assist your employee in the creation of their own career development plan and talk with them specifically in 1:1 meetings about their progress in their professional development goals within the Career Mobility Program. This includes identifying and addressing any staffing needs that may arise while the employee is completing the program.
- You can develop and discuss a set of reasonable expectations around professional development activities and regularly scheduled job duties while participating in the Career Mobility Program.
- You can help to identify potential mentors and guides for your employee within your agency or in another department who might be a person with relevant experience in the career path of your employee.

- You can provide the employee with work equipment to be able to complete their coursework (i.e. laptop, internet) while participating in the Career Mobility Program.
- You can share your experiences with the team at Uplift Oregon for quality assurance at any time throughout the program.

What are the benefits to my agency for supporting someone in this program?

- Currently, there are over 10,000 vacancies at the State of Oregon in various job roles and classifications. By participating in this program, your agency is investing in its employees and staff by providing training and development that can lead to greater job satisfaction, higher employee engagement, better employee retention and morale, and a better career path.
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- Participation in the Career Mobility Program can:
 - o Help recruit and develop a highly skilled workforce.
 - o Reduce turnover costs and help retain good employees.
 - o Create industry-driven and flexible training opportunities to meet local needs.
 - o Provide a clear path for educational and professional development

What is recommended for my agency to provide to successful applicants?

- Flexibility in the form of 4-8 hours of work time each week for candidates to complete accounting coursework.
- Time off once a quarter (can be included in the 4-8 weekly hours) to attend Mid-Term Meet-ups either virtually or in person.
- Meeting support in the form of regular check-ins to ensure needs and expectations are being met.

Do I need to provide work time for employees to participate in this program?

- Currently, 4-8 hours of work time each week is strongly recommended for allocation within this program. Because this is a one-year, 32 credit hour program, it is highly encouraged for you to offer the full 8 hours per week where and when it is possible for your employee to be able to work on coursework to better ensure success within the program. Additionally, there are four quarterly meetings for participants (both in-person and virtual will be provided, however in-person is strongly encouraged whenever possible) on the WOU Salem Campus on the following dates:

- Mid-term Meet-up Dates:
 - Term 1 (Winter): Friday, Feb. 9, 2024 (9:00 a.m. – 1:00 p.m.)
 - Term 2 (Spring): Friday, May 3, 2024 (9:00 a.m. – 1:00 p.m.)
 - Term 3 (Summer): Friday, July 26, 2024 (9:00 a.m. – 1:00 p.m.)
 - Term 4 (Fall): Friday, Nov. 1, 2024 (9:00 a.m. – 1:00 p.m.)

These dates will require work hours to be allocated for attendance and scheduling coverage may be needed in advance to ensure participation.

It should be a conversation between you and your employee at the start of the program to work on an equitable arrangement that will suit the needs of your employee as well as your needs with regular check-ins to ensure that expectations are being met on both sides.

Who should I contact if I have questions about work time allocation?

- For questions on work time allocation, you can contact the office of:
 - Brian Light, HR Administrator
Chief Human Resources Office
Department of Administrative Services
Brian.c.light@das.oregon.gov
503-586-8875

What happens if the employee fails a course/term while participating in this program?

- If any participant in the Career Mobility Program fails a course, they will be ineligible to continue the program at this time and will need to wait until the next application period to reapply. Any credits previously acquired through the program will be available for the candidate to use as they wish in any transfer capacity that may be accepted by any other institution and the credits may be applicable to future participation in the program.

Where can I find out more about the program?

If you have questions, check our website: <https://www.upliftoregon.org/career-mobility/>

Book 1:1 with the Career Mobility Program Manager



Scan to register for one of our informational sessions

October 16 @ 4:30-5:00PM

October 24, @12:00PM – 12:30PM

