



2024 Orange County Career Academy

The OC Career Academy (OCCA) will be a new program aimed at providing opportunities for high school graduates to receive on the job training to prepare for a career path with the County of Orange. Selected participants will be hired as extra help employees on a full or part-time basis for up to one year.

Program Highlights

Employees will be hired in the *Work Experience Participant* classification reflecting the program responsibilities. Three career pathways will initially be available focusing on developing clerical, laborer, or trades work experience.

Program Parameters	
Duration of Employment	Maximum of one (1) calendar year (2080 hours)
Type of position	Extra help. Exempt from having to request a renewal after six (6) months. Funded by the hosting department.
Minimum Qualifications	A high school diploma or GED equivalent is required at the time of appointment.
Hours	Up to 40 hours per week
Ongoing employment	Participants are required to apply and compete for regular County positions.

Career Pathways

Clerical Pathway [\$17.36]

Under direct supervision, participants will gain experience processing documents, composing routine correspondence, answering phones, preparing bills, and maintaining records. After six months of full-time equivalent (FTE) work experience, participants will be eligible to apply and compete for either Office Assistant or Office Technician positions.

Laborer Pathway [\$17.36]

Under direct supervision, participants will gain experience performing unskilled and manual labor tasks using common hand tools and will learn other duties such as traffic control, litter removal, weed abatement and drainage control components. After six months of FTE work experience, participants will be eligible to apply and compete for Landfill Laborer positions.

Trades Pathway [\$23.38]

Under direct supervision, participants will gain experience assisting with routine manual work, operating hand tools and equipment, and assisting with inspections and basic repairs. After gaining related trades experience, participants will be eligible to apply and compete for Trades Helper positions.

Additional Training

In addition to hands-on training, participants will also participate in soft skills training to develop communication, customer service and technology skills.

There is no guarantee of employment at the conclusion of the training program. Participants must apply and compete for other career opportunities within the County of Orange.