

CHAPTER 12
UPWARD MOBILITY PROGRAM
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CHAPTER 12

UPWARD MOBILITY PROGRAM

1. INTRODUCTION.

- a. The Department is committed to providing equal upward mobility opportunity for employees in low-paying occupational groups by engaging and empowering all eligible employees to become active participants in their professional development through a focus on self-evaluation, personal responsibility, education, and progress.
- b. Under Sections 19400 through 19406 of the Government Code (GC), the Department has established and implemented the Upward Mobility Program (UMP), which is a career mobility program. The UMP provides eligible employees in Low-Paying Entry-Level classifications (LPEL), including low-paying supervisory classes, the opportunity to prepare for advancement to qualifying Entry-Level Technical, Professional, and Administrative classifications (ELTPA) by participating in career development activities that enhance their knowledge, skills, abilities, and job experience.
- c. As the Office of Primary Interest (OPI), the Equal Opportunity & Access Section (EOAS) oversees UMP in accordance with Title 2, Sections 599.981 through 599.986 of the California Code of Regulations, and has appointed a UMP Coordinator who coordinates, monitors, and reports on the Department's UMP efforts. The UMP Coordinator may be contacted by departmental employees for questions or assistance in accessing UMP services.

2. POLICY.

- a. The Department's UMP is administered by EOAS and provides resources for training, consultation, career counseling, mentoring, and other services to assist employees in LPELs in their planned development and advancement to qualified ELTPAs within the Department.
- b. Participation in UMP is not a guarantee of promotion. Employees must be motivated to seek out opportunities, prepare formal upward mobility plans, and be willing to develop their minimum qualifications, knowledge, skills, and abilities by engaging in UMP activities, in order to become competitive in the examination and interview process.

c. All interested employees in LPELs classifications shall be given equal consideration to participate in upward mobility efforts based on the criteria set forth in this policy.

d. The EOAS shall annually review the Department's UMP classifications, the number of employees that are participating in upward mobility; and the number of employees expected to advance from low paying, entry-level classifications to entry-level technical, professional, and administrative classifications. The EOAS shall set annual goals and create actions plans to address UMP participation rates.

3. CLASSIFICATIONS ELIGIBLE TO APPLY. To apply to UMP, employees must currently work in an eligible LPEL. Eligible LPELs do not necessarily have the lowest salaries but encompass classifications, or types of work, that have traditionally been low-paying and have little expectation of advancement to better paying jobs. Employees in these classifications must make special efforts and undergo specific training and career development preparation that is not part of their normal work experience. A list of eligible LPELs is maintained on the EOAS's Intranet site.

4. CLASSIFICATIONS APPLICANTS CAN SELECT AS A TARGET. Employees applying to participate in UMP may select specific ELTPAs as their target classification. A target ELTPA must be utilized by the Department. These ELTPAs are traditionally considered higher-paying or as having a better opportunity for advancement. They are classifications typically open to the public and into which employees in LPELs may advance. Current lists of qualified ELTPAs are maintained on the EOAS's Intranet site.

5. UPWARD MOBILITY PROGRAM COMPONENTS. The Department strives to provide, to the greatest extent possible, the following opportunities for employees who meet the criteria to participate in UMP, demonstrate the aptitude or potential for advancement, and wish to participate in:

a. Career Planning. Developing a set of goals for an individual's career with an action plan that identifies steps towards these goals. Once accepted into the Department's UMP, the employee shall complete a UMP Career Development Plan (CDP) with the assistance of the UMP coordinator.

b. Career Counseling. Counseling on career opportunities, utilization of individual technical, professional, or administrative employees who can serve as mentors, and group training in career counseling.

c. Academic Counseling. Academic counseling is provided through institutions and organizations involved in secondary and higher education that assist students in planning their educational curriculum to meet their career goals.

d. Training Opportunities. Training opportunities are provided through cooperative arrangements with other departments and colleges. Refer to Highway Patrol Manual (HPM) 70.13, Departmental Training Manual, for information on in-service and out-service training, specialized training, and training related to upward mobility. The procedures contained in HMP 70.13 must be followed when requesting any services in conjunction with UMP training activities.

e. Training and Development Assignments. Training and development assignments involve the assignment of duties on a part-time or full-time basis for the purpose of training to either broaden an employee's skills and abilities in their present occupation, prepare an employee for a career in a different occupational field, or improve an employee's advancement potential. Refer to HPM 10.3, Personnel Transactions Manual, Chapter 34, Training and Development Assignments, for information, eligibility, and selection process.

f. On-the-Job Training. On-the-job training is an alternative to formal classroom training, including formal and informal training sessions at the worksite.

g. Job Shadowing. Participants may observe employees in their selected ELTPA classification to gain practical insight, subject to command approval and availability. Some ELTPA classifications are ineligible for this activity due to the nature of the work.

6. ROLES AND RESPONSIBILITIES. The success of UMP depends upon acceptance of responsibility and active participation at all levels. Roles and responsibilities for UMP are outlined below.

a. Equal Opportunity & Access Section.

(1) Ensures the implementation and maintenance of UMP.

(2) Ensures the establishment of fair criteria for selecting employees to participate in UMP and for approving their UMP activities and career development efforts.

(3) Employs a UMP Coordinator who is responsible for overall program review, coordination, evaluation, and reporting on the Department's UMP efforts to CalHR.

(4) Ensures the development and enhancement of UMP, its components, and their related activities, in coordination with other departmental commands, as appropriate.

b. Upward Mobility Program Coordinator. The UMP Coordinator shall:

(1) Ensure employees in eligible LPEs are aware of the opportunities available to the employee through the EOAS's Intranet site.

(2) Review the approval of each CHP 50B, Upward Mobility Program Application, and any subsequent forms submitted by UMP participants.

(3) Track the participation and continued progress of each UMP participant.

(4) Coordinate UMP promotional campaigns and Department-wide messaging to increase awareness of the UMP.

(5) Assist UMP applicants, participants, and their supervisors with the quarterly CHP 50B, Upward Mobility Program Application, and their selection of appropriate UMP activities to meet their target as well as their long-term career development.

(6) Establish UMP goals, a plan to meet the goals, and metrics to measure the progress of each UMP participant and the overall success of the Department's UMP.

(7) Provide UMP goals, plan, and metrics to the Department's Workforce Analysis (WFA) Coordinator, as needed.

(8) Annually review the success of the prior year's UMP goals and action plan.

(9) Establish UMP goals and action plan for the current year in coordination with WFA Coordinator and relevant OPIs.

(10) Ensure Division Commanders and relevant OPIs are informed of the Department's selected UMP goals and plan once the WFA report is approved by the Office of the Commissioner.

c. Employees.

(1) With the greatest responsibility for their career development and advancement, employees must take the initiative to apply to as well as seek out and engage in the opportunities in UMP.

(2) Must apply for UMP, beginning with a discussion with their supervisor about their interest in UMP and completing a CHP 50B.

(3) In order to continue participation in UMP, if accepted, employees must maintain a satisfactory level of performance in their current job and in their selected UMP components, including any in-service or out-service training.

(4) Must actively participate in the Quarterly UMP Participant Review with their supervisor and the UMP Coordinator.

d. Supervisors.

(1) Apprise new employees of the availability of UMP and encourage eligible employees to investigate opportunities for upward mobility.

(2) Provide approval, guidance, and support to each UMP applicant and participant under their supervision.

(3) Meet quarterly with the UMP participant to review their current job performance and the status of their UMP activities.

e. Commanders. Review the employee's CHP 50B and any subsequent documents for approval, and e-mail the approved or denied UMP forms to the UMP Coordinator with a copy to Division for information only.

f. Division Commanders.

(1) Ensure UMP is an integral part of the Division's Equal Employment Opportunity (EEO) Program, taking into consideration the Department's annual upward mobility goals.

(2) Ensure the Division's budget plan reflects the current training funds available for upward mobility training, if budgeted.

7. SELECTION CRITERIA FOR THE UPWARD MOBILITY PROGRAM. Each interested employee who submits a CHP 50B for approval has an equal opportunity to be considered for participation in the Department's UMP. However, this does not mean that every applicant will, or must be, selected to participate. Criteria for selection of a UMP applicant includes eligible classification, target classification, staffing availability of the Department, the Department's upward mobility goals and plan, funding and other UMP resources, employee tenure and time status, and employee's current job performance.

8. APPLICATION, REVIEW, AND APPROVAL.

- a. Employees wishing to participate in UMP must complete a CHP 50B. Employees can seek assistance from their supervisor or the UMP Coordinator. Employees shall e-mail their CHP 50B to their supervisor with a carbon copy (cc) to the UMP Coordinator. The UMP Coordinator will create a log entry for the applicant, ensure they are in an eligible LPEL, and have selected a qualified ELTPA as their target.
- b. When reviewing the CHP 50B, the supervisor shall consider the applicant's performance in their current duties and verify their probation status. If the performance is satisfactory and the employee has passed probation, the supervisor can approve the CHP 50B and email it to the commander for review. If approved by the commander, the CHP 50B will be e-mailed to the UMP Coordinator with a cc to the command's Division.
- c. The UMP Coordinator will review the CHP 50B to ensure the applicant meets eligibility requirements, approve the form as appropriate, and e-mail the form to the employee for their record with a cc to the supervisor and the relevant OPI for filing or information.

9. DENIALS.

- a. If the application is denied, the reason shall be documented on the CHP 50B and e-mailed to the UMP Coordinator. The UMP Coordinator will review to ensure the denial is not in conflict with the Department's EEO programs and laws.
- b. If the denial is not in conflict with EEO programs and laws, the UMP Coordinator will email the denied CHP 50B to the supervisor with a copy to the employee.
- c. If the denial conflicts with any EEO program or law, the UMP Coordinator and the EOAS commander will coordinate a meeting with the employee's commander.

10. PARTICIPATION IN THE UPWARD MOBILITY PROGRAM.

- a. Each UMP participant is required to develop an UMP CDP as part of the employee's career planning process.
- b. Each UMP participant is responsible for seeking out, initiating, and completing relevant UMP activities within the components offered by the Department.

c. Each UMP participant shall continue to perform satisfactorily in their current duties, as determined by the supervisor, and must remain actively pursuing and involved in UMP activities. The participant's selected activities must be successfully completed within the timeframes noted on each approved request.

11. QUARTERLY REVIEWS. The UMP participant, supervisor, and UMP Coordinator will meet quarterly to review the UMP participant's progress and performance in their UMP activities, as well as their performance in the current job duties, when applicable.

12. COMPLETION OR TERMINATION OF UPWARD MOBILITY PROGRAM PARTICIPATION.

- a. When an employee completes or terminates participation in UMP for any reason, the Command should complete the final section of the CHP 50B and forward the completed form to EOAS within 30 calendar days.
- b. Participation may end for the following reasons:
 - (1) When the employee completes the UMP CDP, promotes, or separates from the Department.
 - (2) The employee requests to be removed from UMP.
 - (3) The employee transfers into a new position.
 - (4) The supervisor or commander determines the participant's job performance in their current assignment is unsatisfactory.

13. RETENTION.

- a. Originating Office. The originating command will retain approved CHP 50Bs in the UMP participant's field folder until the employee separates, or it is superseded by a new CHP 50B.
- b. Equal Opportunity & Access Section. As the OPI, EOAS will retain all UMP forms for each UMP participant for five years after their completion, termination, or denial.

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