

## Certification of Severe Disability

Applicants must meet certain criteria for severe disability, as defined by the State Department of Rehabilitation, to apply for jobs through the STEP UP Program. A certificate of severe disability must be obtained from the State Department of Rehabilitation. For the office nearest you, call 510-622-2764.

A certification must be submitted with each application.

## How to Apply

When a Step Up recruitment is open applicants complete an application and other forms as required. Applications are available on the Alameda County website ([www.acgov.org](http://www.acgov.org)) or at the Human Resource Services Department at 1405 Lakeside Drive, Oakland. Applications must be received by the last day to file printed on the bulletins. Applications are only accepted for announced positions. A separate application must be submitted for each position. A valid certification of severe disability from the State of Rehabilitation must be submitted with each application.

FOR MORE INFORMATION ON **STEP UP**:

Alameda County

Human Resource Services Department

**STEP UP** Coordinator

510-272-6461

TDD#: (510) 272-3703

OR

Alameda County

Diversity Program Unit

County Administrator's Office

510-272-3895

TDD#: (510) 839-5407

OR

California State

Department of Rehabilitation

510-622-2764

FOR MORE INFORMATION ON

ALAMEDA COUNTY:

[www.acgov.org](http://www.acgov.org)



*An equal opportunity/affirmative action employer*



# STEP UP

**PROGRAM  
FOR  
EMPLOYMENT OF  
INDIVIDUALS  
WITH SEVERE  
DISABILITIES**

**ALAMEDA COUNTY  
HUMAN RESOURCE SERVICES  
DEPARTMENT**

## STEP UP Program

**STEP UP** is a commitment by the County of Alameda to extend employment opportunities to individuals with severe disabilities. The program is an alternative process through which individuals with severe disabilities can join the County's permanent workforce without going through the standard Civil Service examination process.

Positions in the **STEP UP** Program are unclassified appointments. While such positions are not subject to examination, candidates filling such positions are subject to a one-year evaluation period. If the candidate performs the job satisfactorily during the evaluation period, he or she will be transitioned to a regular, classified Civil Service position.



## How It Works

- Alameda County departments can designate an entry-level position to be filled by an unclassified candidate under the STEP UP Program (entry level classifications include a wide variety of positions including skilled labor, clerical, accounting, social work, management, and administrative positions.)
- Human Resource Services works with the County hiring departments to develop a job announcement and conduct recruitment from over 200 agencies working with individuals with disabilities. Applications of qualified individuals with severe disabilities are reviewed for minimum qualifications and forwarded directly to the hiring department for interviews and appointment.
- The chosen candidate for the position must satisfactorily perform the essential functions of the position.
- The chosen candidate serves a one-year evaluation period during which there are three performance evaluations. During this time, the candidate is an unclassified employee.
- After one year successful work performance, the candidate is then transitioned to a regular tenured Civil Service position.

## The Job Announcement

Job announcements for **STEP UP** positions when open for recruitment will be posted on the Examination Hotline, the Employment Opportunities page of Alameda County's website, and on County bulletin boards including those of the Human Resource Services Department at 1405 Lakeside Drive, Oakland.

**Examination Hotline: 510-272-6433**

**Website: [www.acgov.org](http://www.acgov.org)**

Job announcements will also be distributed to various Department of Rehabilitation offices throughout the Bay Area.

