

ACCESS TO CITY EMPLOYMENT PROGRAM

- The Access to City Employment (ACE) Program provides an alternative route to permanent City employment for individuals and veterans with disabilities.



Benefits to Job Seekers:

- Apply for permanent positions without taking an exam
- Expedited hiring process
- Support with accommodations

Program Eligibility:



1. Certificate of Disability (COD)

- a. Obtain a COD from the CA Department of Disability **OR**
- b. Veterans Preference Letter from Veterans Affairs



2. Apply Online

- a. Make sure You meet the Minimum Qualifications
- b. Attach your COD



3. Smartr Profile

- a. This profile will allow you to track your applications in one place



4. Next Steps

- a. ACE Application Review
- b. Connect with department when there is an open recruitment

Documents you'll need:

- Certificate of Disability
- Veterans Preference Letter
- Supporting Documentation
- Work History Verification

Obtain ACE Certification



1. **Connect with the California Department of Rehabilitation**

- a. Call and ask for the officer of the day
- b. The Certificate of Disability is valid for one calendar year from the issue date



2. **Veteran Affairs**

- a. Eligible Veterans can obtain a Veteran's Preference Letter from <https://www.va.gov/records/download-va-letters/>

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