

TRAINEE**Nature of Work**

Under direct supervision, performs entry level work in a training capacity which will lead to assignment of professional, administrative, or technical work in an agency. Initially, work is closely supervised, with additional duties, responsibilities, and independence of action added as proficiency is demonstrated. Upon satisfactory completion of training requirements, and in accordance with applicable rules and regulations, the classification shall be changed. Training period for positions in this classification shall not exceed 12 months. Performs related work as required.

Distinguishing Characteristics

An employee in this classification serves in a training capacity performing duties as assigned to a full-performance professional, administrative, or technical classification. The duties of the position are defined by the nature of the area of assignment and the performance of the employee is measured by successful achievement in the area of assignment. Failure to achieve an acceptable level of performance within a reasonable period of time will result in reassignment of duties or the termination of employment.

Examples of Work

Learns to perform duties as assigned to a full-performance position; examples of work may vary greatly, but examples below illustrate typical duties which could be assigned.

- Prepares statistical reports and narratives relating to operational and comprehensive plans.
- Provides services in the alleviation or prevention of problematic situations.
- Promotes a particular program and stimulates group and individual interest.
- Conducts field investigations.
- Performs inspections of stores, service establishments, industrial and related facilities.
- Performs audits, reviews and writes new or revised job specifications, policies, and procedures.
- Gathers raw data and researches background information for use in general or specialized projects and programs.
- Researches, develops and writes management systems procedures.
- Reviews and evaluates environmental problems and applies scientific knowledge to prevent or mitigate pollution effects.
- Applies theoretical knowledge of natural and physical science or engineering principles to basic or applied problems in a technical area in support of engineering or scientific staff.

TRAINEE (CONT'D)

Examples of Work (cont'd)

Applies data processing knowledge to a business problem to develop a solution.

Knowledge, Skills and Abilities

Knowledge and understanding of the principles of the field in which training is sought.

Ability to observe and report accurately and to evaluate using underlying principles.

Ability to communicate effectively both orally and in writing.

Ability to follow oral and written instructions.

Ability to apply rules, regulations and policies to specific problems.

Ability to prepare written material in a clear concise form.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Additional knowledge, skills and abilities specific to the job may be required such as operating a motor vehicle or first-aid training.

Minimum Qualifications

TRAINING Graduation from an accredited four-year college or university. Preference in making appointments may be shown to individuals with training directly related to the area of assignment.

NOTE Serves as a "bridge" class for several non-licensed professional and post-baccalaureate level class series. Used as promotional only for paraprofessional, technical and clerical employees. Promotional criteria to be any combination of related training and experience which would have allowed employees to acquire the knowledge, skills and abilities to perform the work in the assigned areas will be determined by the Division of Personnel.

Established: 7/16/92

Effective: 8/16/92