
MANAGEMENT DIRECTIVE

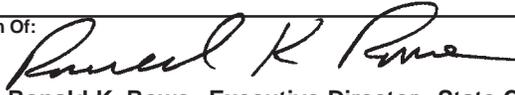
535.5
Amended
Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Use of Trainee Classes in the Classified Service

By Direction Of:



Ronald K. Rowe, Executive Director, State Civil Service Commission

Date:

October 8, 2004

This directive announces policy and procedures for the use of trainee classes. This amendment contains minor changes.

1. SCOPE. Applies to all agencies with classified service positions in state agencies identified in § 3(d), *Civil Service Act of August 5, 1941, P. L. 752, as amended*, and political subdivisions of the Commonwealth which have contracts with the State Civil Service Commission (SCSC) for services and facilities as provided for in § 212, *Civil Service Act*.

2. POLICY.

- a. Agencies may use trainee classes to qualify employees for working-level positions. •
- b. Trainee classes will be established according to needs in the agency to fill positions where qualified candidates are not available or where training programs have been established to develop specialized skills.
- c. All trainee positions shall be filled by established merit system procedures.
- d. Temporary or emergency appointments in trainee classes must be approved by the Executive Director, SCSC, prior to appointment.
- e. The probationary/training period for the trainee level shall be combined with that of the working-level and set at a minimum of six months (180 calendar days) and a maximum of 24 months (730 calendar days) to coincide with the length of training. •
- f. Probationary/training period for the trainee level may be extended at the discretion of the appointing authority, if written notice thereof is received by the employee not later than one workday before the expiration of the probationary/training period. A copy of the notice shall be submitted upon request to the Director.
- g. No reduction of training periods will be authorized.
- h. Trainees shall not attain regular status as trainees. Upon satisfactorily completing their training program, each will be promoted by means of position reclassification to the working-level job title for which trained and assigned regular status.

- i. A trainee who exceeds the 24-month probationary period shall have regular status in the approved end-of-training class of the day after the probationary period ends.

j. Regular status employees promoted, voluntarily demoted, or reassigned to trainee job titles shall be assigned probationary status. During the training period, including extensions thereof, those trainees who are found to be unsatisfactory will be returned to the position and status previously held. Also, during the first three months of training, trainees will be returned at their request to positions previously held.

k. Failure to comply with the policies and procedures herein may result in the SCSC disallowing trainee appointments and in the Office of Administration (OA) withholding future use of trainee classes.

- l. **References.** 71 P. S. § 741.603(a); 4 Pa. Code §§ 97.31(c) and 97.31(d); Golashevsky v. Department of Environmental Resources, 683 A.2d 1299 (Pa Commw. 1996); Wernersville State Hospital v. Peters, 659 A.2d 67 (Pa. Commw. 1995).

3. RESPONSIBILITIES.

a. **The OA, with Executive Board** approval, will establish trainee classes, designate appropriate pay rates, and specify duration of training periods for state agencies.

b. **The SCSC and the OA**, in coordination with the state funding agency, will establish trainee classes and specify duration of training periods for local government agencies.

- c. **The OA** will serve as a consultant in assisting state agency training officers with developing training plans.

- d. **The SCSC** will recruit and examine candidates and establish eligible lists for trainee classes. In coordination with the OA and the employing agency, the SCSC will determine working level classifications for trainee job classes.

e. **Agencies** are to:

(1) Use Enclosure 1, which shows trainee classes, duration of training periods, and normal lines of promotion when establishing training level positions.

(2) Assess each trainee's education and work experience and prepare individual work-training plans. Copies of the approved work-training plan will be filed in the trainee's personnel folder. Retention of the file copies will be for two years following the training completion date. All approved training plans will be made available for periodic review by the SCSC, by the OA for state agencies, and the funding agency for non-state agencies (see Enclosure 2).

4. PROCEDURES.

a. **Employing Agency.**

(1) Posts all trainee positions.

(2) Requests appropriate certification(s) to fill vacancy(ies). Reference *Manual M580.1, Certification of Eligibles for the Classified Service*.

b. **SCSC.** Issues appropriate certification(s).

c. Employing Agency Supervisor.

(1) Makes selection(s).

(2) Prepares and authenticates a plan for each trainee declaring that:

(a) A customized work-training plan has been developed for the trainee using the guidelines in Enclosure 2.

(b) Training progress reports will be completed regularly in accordance with the work-training plan.

(c) The trainee has been furnished a copy of the work-training plan and the supervisor has reviewed the plan with the trainee. •

(d) The work-training plan and the training progress reports, when completed, will be available for review by SCSC and the OA. •

d. OA. Assist employing state agency training officer by serving as a consultant on developing training plans. •

e. **Employing Supervisor.** Submits the completed plan in original to the agency Human Resource Officer within 15 workdays after appointment of the trainee. •

f. **Agency Human Resource/Training Officer.** Notifies the requesting supervisor of acceptance or rejection within 10 workdays of receipt of the completed plan. In case of rejection, submits the reason for rejection in writing.

g. Employing Supervisor.

(1) Establishes tracking system to monitor appropriate action at end of training/probationary period. •

(2) Promotes trainees who successfully complete their training periods to the job titles for which trained. Separates or returns to positions previously held, as applicable, those trainees who do not successfully complete the training at or before the end of the specified period. Extends the probationary period as appropriate. •

(3) Provides written notification to trainee of promotion to working level class, extension of training/probationary period or separation. A copy of the notice will be provided to the Director upon request. •

h. **SCSC.** Advises employing agency if trainee exceeds training/probationary period without appropriate action. •

2 Enclosures:

1 – Classified Service Trainee Classes.

2 – Guidelines for Developing Individual Work-Training Plans for Trainees.

This directive replaces, in its entirety, *Management Directive 535.5* dated September 12, 1996.

CLASSIFIED SERVICE TRAINEE CLASSES

Trainee Class Code	Working-Level Class Code	Class Title	Training Months
01600		Computer Systems Intern <i>See Management Directive 580.38</i>	6
• 01605		Information Technology Trainee	12
•	01511	Distributed Systems Specialist 1	
•	01521	Applications Developer 1	
•	01541	Information Technology Generalist 1	
03400		Insurance Company Examiner Trainee	12
	03410	Insurance Company Examiner 1	
03890		Revenue Field Auditor Trainee	12
	03900	Revenue Field Auditor 1	
04528		Actuarial Associate 1	12
	04529	Actuarial Associate 2	
• 05323		Human Resource Management Trainee	12
•	0501A	Human Resource Analyst 1 General	
•	0501G	Human Resource Analyst 1 Systems	
•	05221	Equal Opportunity Specialist 1	
06654		Employment Security Audit Investigation Trainee	12
	06655	Employment Security Audit Investigation Specialist	
06703		Unemployment Compensation Tax Technician Trainee	12
	06704	Unemployment Compensation Tax Technician	
08010		Administration and Management Trainee	12
	01010	Management Analyst 1	
	02300	LCB Facilities Analyst 1	
	03470	Life and Health Insurance Policy Examiner 1	
	03500	Property and Casualty Insurance Policy Examiner 1	
•	0501A	Human Resource Analyst 1, General	
•	0501G	Human Resource Analyst 1, Systems	
	05221	Equal Opportunity Specialist 1	
	05370	Insurance Investigator 1	
	05427	Business Enterprise Analyst 1	
	06410	Employment Security Specialist 1	
	08050	Program Analyst 1	
	08110	Budget Analyst 1	
	08630	Administrative Officer 1	
0803A*		Administrative Analyst (Business Administration)	12*
0803B*		Administrative Analyst (Computer Science)	12
0803C*		Administrative Analyst (Economics)	12
0803D*		Administrative Analyst (Mathematics)	12

Trainee Class Code	Working-Level Class Code	Class Title	Training Months	
0803E*		Administrative Analyst (Public Administration)	12	
0803F*		Administrative Analyst (Labor Relations)	12	
0803G*		Administrative Analyst (Political Science)	12	
0803H*		Administrative Analyst (Personnel Assessment)	12	
08100*		Pennsylvania Management Associate	18	•
08180		Financial Programs Trainee	12	
	03020	Accountant 1		
	03470	Life and Health Insurance Policy Examiner 1		
	03500	Property and Casualty Insurance Policy Examiner 1		
	03620	Auditor 1		
	03700	Audit Specialist 1		
	03730	Corporation Tax Officer 1		
	08110	Budget Analyst 1		
	08850	Accounting Systems Analyst 1		
08900		Accounting Intern <i>See Management Directive 580.38</i>	6	
09501		SERS Retirement Counselor Trainee	12	•
	09502	SERS Retirement Counselor		•
09551		Retirement Technician Trainee	12	
	09552	Retirement Technician		
10858		Traffic Control Specialist Trainee	12	•
	10859	Traffic Control Specialist		•
1110A-F		Engineering Intern <i>(All parentheticals) See Management Directive 580.38</i>	6	
11119		Civil Engineer Trainee	12 or 15***	
	1112B**	Civil Engineer Bridges		
	1112G**	Civil Engineer General		
	1112H**	Civil Engineer Hydraulic		
	1112S**	Civil Engineer Structural		
	1112T**	Civil Engineer Transportation		
	11118**	Civil Engineer Supervisor		
11600		Transportation Planning Specialist Trainee	12	
	10859	Traffic Control Specialist		
	11670	Transportation Planning Specialist 1		
12010		Engineering Technician	12	
	10300	Highway Drafter		
	10620	Transportation Construction Inspector		
	10780	Bridge and Structural Drafter		
	10840	Traffic Control Technician 2		•
	12220	Transportation Survey Technician		
	17147	Real Estate Technician		
	17370	Utility Relocation Technician		

Trainee Class Code	Working-Level Class Code	Class Title	Training Months
• 12040		UCC Building Plans Examiner Trainee	12
•	12050	UCC Building Plans Examiner	
13300		Architectural Designer Trainee	12
	13310	Architectural Designer 1	
13400		Electrical Engineer Trainee	12
	13410**	Electrical Engineer 1	
13500		Mechanical Engineer Trainee	12
	13510**	Mechanical Engineer 1	
13600		Mining Engineer Trainee	12
	13610**	Mining Engineer 1	
14000		Air Pollution Control Engineer 1	12
	14010	Air Pollution Control Engineer 2	
	G2001	Fixed Utility Valuation Engineer	
14510		Sanitary Engineer Trainee	12
	14520	Sanitary Engineer 2	
	G2001	Fixed Utility Valuation Engineer 1	
14900		Geologist Trainee	12
	14920	Geologist 1	
	15020	Hydrogeologist 1	
• 16290		Human Services Program Associate Trainee	12
•	48810	Welfare Program Specialist	
•	49150	Income Maintenance Program Specialist	
•	49210	Medical Assistance Program Specialist	
•	48750	Mental Retardation Program Specialist	
•	48780	Mental Health Program Specialist	
•	49180	Children, Youth and Families Program Specialist	
17570		Air Monitoring Equipment Specialist Trainee	12
	17580	Air Monitoring Equipment Specialist	
• 28290		Mass Transit Analyst Trainee	12
•	28300	Mass Transit Analyst	
30000		Aide Trainee	6
	30010	Psychiatric Aide	
	30080	Restoration Aide	
	30320	Nurse Aide	
	31360	Therapeutic Activities Aide	
30100		Forensic Security Employee Trainee	12
	30110	Forensic Security Employee 1	
• 39211		Public Health Program Representative 1	12
•	39221	Public Health Program Representative 2	

Trainee Class Code	Working-Level Class Code	Class Title	Training Months	
44825		Vocational Rehabilitation Counselor Intern	6	•
	44828	Vocational Rehabilitation Counselor 1		•
	44830	Vocational Rehabilitation Deaf and Hard of Hearing		•
45070		Disability Claims Adjudicator Trainee	12	•
	45080	Disability Claims Adjudicator		•
46030		Parole Agent 1	6	
	46040	Parole Agent 2		
47200		Corrections Officer Trainee	12	
	47210	Corrections Officer 1		
49080-49120		Public Services Trainee <i>See Management Directive 535.4</i>	6	
54310		Park Manager Trainee	12	
	54320	Park Manager 1		
60001		Waterways Conservation Officer Trainee	12	
	60000	Waterways Conservation Officer		
60100		Game Conservation Officer Trainee	9	
	60110	Game Conservation Officer		
61019		Fish Culturist 1	12	
	61020	Fish Culturist 2		
71060		Safety Inspector Trainee	12	
	71070	Safety Inspector		
71077		UCC Building Inspector Trainee	12	•
	71078	UCC Building Inspector		•
71109		Boiler Inspector Trainee	12	
	71110	Boiler Inspector		
71209		Elevator Inspector Trainee	12	
	71210	Elevator Inspector		
71715		UCC Elevator Inspector Trainee	12	•
	71716	UCC Elevator Inspector		•
72061		Forensic Scientist Trainee	6	
	72062	Forensic Scientist 1		
75400		Environmental Trainee	12	
	28415	Environmental Planner 1		
	71580	Surface Mine Conservation Inspector		
	75110	Sanitarian		
	75260	Radiation Protection Specialist		
	75410	Air Quality Specialist		
	75610	Water Quality Specialist		
	75810	Solid Waste Specialist		
	75910	Mining Specialist		

Trainee Class Code	Working-Level Class Code	Class Title	Training Months
75500	75510	Industrial Hygienist Trainee Industrial Hygienist	12
91319	91320	Highway Maintenance Manager Trainee Highway Maintenance Manager 1	15
97270	97300	Water Treatment Plant Operator Trainee Water Treatment Plant Operator	6
97280	97310	Sewage Treatment Plant Operator Trainee Sewage Treatment Plant Operator	6
97290	97320	Mine Drainage Treatment Plant Operator Trainee Mine Drainage Treatment Plant Operator	6
G1000	G1001 G4001	Fixed Utility Financial Analyst Trainee Fixed Utility Financial Analyst 1 Utility Energy and Conservation Analyst 1	12
G1100	G1101	Public Utility Auditor Trainee Public Utility Auditor 1	12
G2000	G2001	Fixed Utility Valuation Engineer Trainee Fixed Utility Valuation Engineer 1	12
G3100	G3101	Transportation Application Specialist Trainee Transportation Application Specialist	12
• L0002	L0011 L0021 L0031 L0081	County Public Services Trainee Clerical Services Clerk 1 Clerk Stenographer 1 Clerk Typist 1 Stock Clerk 1	6
• L0003	L0620 L0731 L0786 L0865	County Public Services Trainee Human Services County Social Services Aide 1 Houseparent 1 Residential Program Worker Therapeutic Activities Aide	6
L0044	L0045	Data Recording Machine Trainee Data Recording Machine Operator	6
L0310	L0311	Accountant Trainee Accountant 1	12
L0350	L0351	Field Auditor Trainee Field Auditor 1	12
L0400*		Administrative Analyst (Public Admin.)	12

Trainee Class Code	Working-Level Class Code	Class Title	Training Months
L0430	L0431	Computer Operation Trainee Computer Operator 1	6
L0434	L0435	Computer Programming Trainee Computer Programmer 1	6
L0560	L0561	Planner Trainee Planner 1	12
L0618	L0624 L0635	County Social Casework Intern County Caseworker 2 Aging Care Manager 2	6
L0647	L0635	Aging Care Manager 1 Aging Care Manager 2	6
L0680	L0681	Drug/Alcohol Prevention Specialist Trainee Drug/Alcohol Prevention Specialist	12
L0685	L0686	Drug/Alcohol Case Management Specialist Trainee Drug/Alcohol Case Management Specialist	12
L0700	L0701	Drug/Alcohol Treatment Specialist Trainee Drug/Alcohol Treatment Specialist	12
L0770	L0771	Psychological Services Associate Trainee Psychological Services Associate 1	12
L0780	L0781	Rehabilitation Counselor Trainee Rehabilitation Program Worker	12
L0785	L0786	Residential Program Trainee Residential Program Worker	6
L0881	L0882	Therapeutic Recreational Services Trainee Therapeutic Recreational Services Worker	12
L0901	L0902	Vocational Adjustment Services Trainee Vocational Adjustment Services Worker	6
L0910	L0911	Volunteer Resources Coordinator Trainee Volunteer Resources Coordinator 1	12
L0930	L0931	Youth Development Counselor Trainee Youth Development Counselor 1	12
L1040	L1041	Homemaker Trainee Homemaker	6

* Working-level job title(s) to be identified by user agency subject to OA and SCSC review and approval.

**Necessary Special Requirement: Certain positions in this class will require licensure as a professional engineer by the Commonwealth of Pennsylvania or a reciprocal jurisdiction. These are positions where there can be no exemption from such licensure, as defined under *Section 5, Exemption from Licensure, Professional Engineers Registration Law (as amended)*.

- *** The standard training period in the Department of Transportation is 15 months. However, the training period may be reduced to 12 months if the trainee has appropriate summer intern work experience. The training period in other agencies is 12 months.
- Requests for the use of job titles not listed should be sent to the Human Resource Development Division, Bureau of Workforce Planning and Development, OA, for state agencies and the SCSC for non-state agencies.

Current as of Executive Board Amendment No. 639

GUIDELINES FOR DEVELOPING INDIVIDUAL WORK-TRAINING PLANS FOR TRAINEES

The following applies to the development of individual work-training plans. Each will:

1. Begin with a brief general statement of purpose to include the following elements:
 - a. Space for trainee's name, social security number, employee number for state agencies, work location, and telephone number.
 - b. Name of the department/commission/bureau/division/etc. providing the training experiences.
 - c. Beginning and ending dates of the training period.
 - d. Specific training experiences to be provided.
 - e. Trainee job title and working level job title.
2. Identify specific performance-based objectives to be accomplished by the conclusion of the training period.
 - a. Each objective should describe what the trainee should be able to do.
 - b. Specific learning objectives should be stated for training experiences provided by each assigning division/unit/etc.
3. Identify the person responsible for training.
4. Include a schedule of training experiences to identify the step-by-step training process. For each training learning the schedule should contain:
 - a. Identification of learning need and what outcomes are expected. ●
 - b. Method for meeting each need. ●
 - c. Sources and/or resources needed to provide each learning event. ●
 - d. Timeframes for accomplishment. ●
 - e. Name and job title of each supervisor.
5. Identify all essential in-service and out-service training experiences to include:
 - a. Purpose.
 - b. Objectives.
 - c. Time frame.
 - d. Source.
6. Identify the evaluator of the trainee's performance for each phase of the training experience.
7. Provide name, position, date, and signature of trainee's supervisor.
8. Provide name, position, date, and signature of trainee.
9. Give a statement of approval or disapproval, including name, position, date, and signature of agency human resource/training officer. If disapproval is recommended, the reasons must be stated. ●