
MANAGEMENT DIRECTIVE

580.38

Number

COMMONWEALTH OF PENNSYLVANIA GOVERNOR'S OFFICE

Subject:

Use of Intern Job Titles in the Classified Service

By Direction Of:



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

Date:

October 8, 2004

This directive contains policy and procedures for the selection and professional development of interns for entrance into state government career positions. Also, *Management Directives 515.17, Computer Systems Intern Program* dated August 29, 1989; *515.19, Accounting Intern Program* dated October 7, 1985; and *580.36, Engineering Intern Program* dated January 14, 1994, are rescinded by this directive.

1. **PURPOSE.** To establish policy and procedures for selecting interns in state government career positions.
2. **SCOPE.** Applies to all state agencies with classified service positions identified in § 3(d), *Civil Service Act of August 5, 1941, P. L. 752*, as amended.
3. **OBJECTIVES.**
 - a. To provide an intensive training and work experience period for selected college students who are interested in a career in state government.
 - b. To promote interns who successfully complete the training and work experience period to a trainee or working level job title.
 - c. To advise interns that they will be eligible to return to state government employment upon successful completion of their collegiate studies.
 - d. To attract students with high potential for government work in the appropriate field and to supplement, not replace, existing efforts to recruit college graduates.

4. POLICY.

a. For all benefit purposes, interns shall be considered temporary and processed accordingly. Due to program intent and need for uniformity, the Engineering Intern and Engineering Technician Intern job titles will be excluded from the Leave and Holiday Program System (see *Manual M530.7, Leave and Holiday Programs*). No accumulation or use of annual, sick, or personal leave will be granted during the internship. Leave of absence without pay (LWOP) status shall be applied to intern leaves of absence. When successful interns return to permanent state government employment, their credited service time will be adjusted to reflect time worked as an intern for purposes of future leave accrual.

b. Interns must meet the minimum experience and training requirement, be appointed from an eligible list, and serve a minimum of a six-month probationary period.

c. Interns who satisfactorily perform their training and work experience and demonstrate dependability shall be placed on LWOP in probationary status when returning to college. Extension of the limited-term wage position will be considered to accommodate an intern's LWOP status. The length of the extension should coincide with the intern's anticipated graduation and return date.

d. Employing agencies will make every effort to return interns from LWOP. Appropriate contacts will be maintained with them following return to college and confirmation of job offers will be made in a timely manner. Agencies unable to confirm job offers must immediately notify the Human Resource Development Division (HRDD), OA. Other agencies will then be contacted by the HRDD so that job offers can be extended to interns.

e. To be eligible to be returned to state government employment after completing the six-month internship, the intern must have graduated from college, on a timely basis, with the minimum credits required for the job title.

f. Interns returned from LWOP shall be promoted to the appropriate job titles as identified in Enclosure 1.

g. Interns promoted to an entry level job title will be assigned regular civil service status. Interns promoted to a trainee job title will be assigned probationary civil service status. The combined intern/trainee probationary period may not exceed 24 months. Promotions from a trainee job title to the entry level job title will be with regular status. Employees will not attain regular status as an intern or a trainee.

h. **References.** *Sections 506, 602, 603, and 701 of the Civil Service Act; 4 Pennsylvania Code 97.3, 97.37, and 101.31; Management Directives 505.2, Salaried Complement Management System, 535.5, Use of Trainee Classes in the Classified Service, 580.2, Civil Service Availability Survey/Interview Notice, 580.8, Classified Service Probationary Periods, and 580.10, Rights of Certified Eligibles in the Classified Service; and Manuals M530.7, Leave and Holiday Programs, and M580.1, Certification of Eligibles for the Classified Service.*

5. RESPONSIBILITIES.

a. **Agencies** shall use the intern job title to train and develop college students for career employment in the appropriate field. **EXAMPLE:** Engineering Intern shall be trained and developed for an engineering career.

b. **Intern Applicants** shall meet the minimum experience and training requirements and:

(1) obtain written approval from their college to participate in the internship program and provide written proof that credit requirements have been met.

(2) be willing to temporarily relocate, if necessary, and adjust their curriculum to accommodate the internship period.

c. **The State Civil Service Commission (SCSC)** shall recruit and examine candidates and establish employment lists for interns pursuant to *Section 506 of the Civil Service Act*.

d. **The Office of Administration (OA)** shall:

(1) approve all limited-term wage positions for each internship.

(2) assist agency training officers by serving as a consultant on developing the Work-Training Plan (WTP) (see Enclosure 2).

6. PROCEDURES.

a. **SCSC.** Recruits, examines, and establishes eligible lists for intern job titles.

b. **Employing Agency.**

(1) Requests the creation of limited-term wage positions (see *Management Directive 505.2*).

(a) If approved, proceeds to paragraph (2).

(b) If disapproved, stops action.

(2) Prepares WTP (completed by the supervisor of the position assisted by agency training officer) for each intern to be hired. See Enclosure 2.

c. **Agency 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 in writing.

d. **Employing Agency.** Requests Certification of Eligibles pursuant to *Part D, Manual M580.1*.

e. **SCSC.** Issues Form SCSC-91, Certification of Eligibles, and sends to employing agency.

f. **Employing Agency.**

(1) Processes appointments after selections are made.

(2) Meets with intern(s) to discuss conditions of employment and to verify understanding of WTP. Then, periodically meets to review progress as outlined in the WTP.

(3) Maintains file for each intern to include progress, development, evaluation, problems, etc.

g. **HRDD.** Consults with training officer who monitors quality of training and work experiences provided by employing agency.

h. **Employing Agency.**

(1) Determines which interns are performing:

(a) satisfactorily and proceeds to paragraph (2).

(b) unsatisfactorily and proceeds to paragraph (4).

(2) Requests extension of limited-term wage position from OA. The length of the extension should coincide with the anticipated graduation date and return date of the intern.

(3) Places interns who satisfactorily perform the training and work experience on LWOP while in probationary status to return to college.

(4) Removes interns who are not satisfactorily performing their training and work experience.

(5) Maintains contact with each intern on LWOP.

(6) Contacts each intern prior to LWOP return date to determine if the intern will return.

(a) If yes, determines date intern is to be promoted. **NOTE:** The intern must have satisfactorily completed at least 6 months of training and work experience.

(b) If no, processes intern's resignation during or at completion of LWOP.

(7) Verifies that the intern has graduated from college with the minimum credits needed to qualify for the trainee or entry level job title to which return is contemplated.

(8) Returns intern from LWOP.

(9) Promotes intern timely, using Action Code ZD, Reason Code 41 and Certification Number 99415.

(10) Adjusts credited service time for each intern.

2 Enclosures:

1 – Classified Service Intern Job Titles

2 – Guidelines for Developing Individual Work-Training Plans for Interns

CLASSIFIED SERVICE INTERN JOB TITLES

Intern Job Code	Working-Level/Trainee Job Code	Intern Job Title
01600	01541* 01511* 01521*	Information Technology Intern Information Technology Generalist 1 Distributed Systems Specialist 1 Applications Developer 1
08900	03020* 08850* 03700* 03900*	Accounting Intern Accountant 1 Accounting Systems Analyst 1 Audit Specialist 1 Revenue Field Auditor 1
1110A-F	11119	Engineering Intern (All parentheticals) Civil Engineer Trainee
12015	12010	Engineering Technician Intern Engineering Technician
44825	44828* 44830*	Vocational Rehabilitation Counselor Intern Vocational Rehabilitation Counselor 1 Vocational Rehabilitation Deaf & Hard of Hearing

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

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. 641

GUIDELINES FOR DEVELOPING INDIVIDUAL WORK-TRAINING PLANS FOR INTERNS

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 intern'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 internship.
 - c. Beginning and ending dates of the internship.
 - d. Specific internship experiences to be provided.
 - e. Intern job title and trainee/working level job title.
2. Identify specific performance-based objectives to be accomplished by the conclusion of the internship.
 - a. Each objective should describe what the intern should be able to do.
 - b. Specific learning objectives should be stated for internship experiences provided by each assigning division/unit/etc.
3. Identify the person responsible for training.
4. Include a schedule of internship experiences to identify the step-by-step training process. For each learning event, 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. Time frames 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 intern's performance for each phase of the internship experience.
7. Provide name, position, date, and signature of intern's supervisor.
8. Provide name, position, date, and signature of intern.
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.