

 <p><b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	TITLE <b>Two-Year Administrative Traineeship Program</b>		NO. 2234
			DATE 07/06/2015
SUPERSEDES DIR# 2234 Dtd. 07/01/2014	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Civil Service Law, Section 52.6	APPROVING AUTHORITY 		

**I. DESCRIPTION:** This directive describes the two-year traineeship program for certain entry level administrative positions in the Department. The administrative positions included in this program are:

- Senior Budgeting Analyst
- Senior Personnel Administrator
- Senior Administrative Analyst
- Administrative Assistant
- Agency Training and Development Specialist
- Contract Management Specialist 1
- Mental Health Program Specialist

Upon successful completion of a two-year traineeship, the appointee will be advanced to the full performance level without further examination.

**II. ADMINISTRATIVE TRAINEE**

**A. Appointment**

1. Vacancies in the Senior Budgeting Analyst, Senior Personnel Administrator, Senior Administrative Analyst, Administrative Assistant, Agency Training and Development Specialist, and Contract Management Specialist 1 titles may be filled at the Trainee 1 level by: permanent, competitive appointment from the appropriate Professional Careers Opportunities Test (PCO) or Public Administration Traineeship Transition (PATT) eligible list; or by non-competitive (55-b/55-c) appointment or via transfer (70.1, 70.4, 52.6) where the appropriate requirements are met.
2. Advanced placement from the PCO list may be allowed to the Trainee 2 level, at the time of appointment, if the candidate has one year of professional experience in the field or to the Journey level if the candidate has two years of professional experience in the field and there is not an eligible list for the Journey level.
3. Advanced placement from the PATT list may be allowed when the candidate possesses a Bachelor's degree or higher and the same professional experience requirement as a PCO candidate.

4. Vacancies in the Mental Health Program Specialist title may be filled at the Trainee 1 level by permanent, competitive appointment from the appropriate PCO Select Job Title list, or by non-competitive (55b/55c) appointment, or via transfer (70.1, 70.4, 52.6) where the appropriate requirements are met.

**B. Career Advancement**

1. The advancement of an administrative trainee to the full performance level will depend upon successful completion of the two-year training program.
2. A Trainee 1 will advance to a Trainee 2 after completion of one year of satisfactory service as a Trainee 1.
3. Advancement to the full performance level requires the satisfactory completion of one year as a Trainee 2. (See Section C for the exception to this rule.)
4. At the end of one year as Trainee 2, an employee must either be given a satisfactory rating and advanced to the full performance level or be terminated on the basis of unsatisfactory work performance.

**C. Probationary Period**

1. The probationary period for the Budgeting Analyst, Personnel Administrator, Administrative Analyst, Administrative Assistant, Agency Training Development Specialist, Contract Management Specialist 1, and Mental Health Program Specialist traineeships shall extend for a maximum of two years: one year as a Trainee 1 and one year as a Trainee 2. Subject to approval of appropriate Agency staff, the probationary period may be completed in 18 months, with the employee serving one year of probation as Trainee 1 and six months of probation as Trainee 2.
2. For the duration of the traineeship, each trainee will be evaluated at six-month intervals.

**D. Transfer**

1. Pursuant to Section 52.6 of Civil Service Law, a trainee in an administrative title may transfer to an appropriate administrative title during the probationary period.
2. A trainee who transfers to a different administrative (52.6) title while on probation must serve one full year as a Trainee 2 in the new title before advancing to the full performance level.

**III. INDIVIDUAL DEVELOPMENT PLAN**

- A. Responsibility: The trainee's supervisor is responsible for preparing an individual development plan for the trainee.
- B. Planning and Scheduling: Since a trainee may be appointed at any time during the year, a training program will be scheduled on an individual basis.