



MEMORANDUM

TO: Directors Human Resources

FROM: Abner JeanPierre, Director of Classification & Compensation
Scott DeFruscio, Director Division of Staffing Services

SUBJECT: Expansion of Advanced Placement to Additional Traineeships

DATE: August 7, 2017

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Consistent with the Department's goal of providing agencies with enhanced flexibility, Advanced Placement is being expanded to non-professional, two-year traineeships. This tool allows for appointment, based upon a candidate's qualifications, to either the second level of a traineeship or the full performance title. This change is effective August 7, 2017.

Advanced Placement is distinct from Early Advancement (fast tracking), which allows a trainee to be appointed to the full-performance title after 18 months of service that exceeds the traineeship's performance standards.

Use of Advanced Placement is at the discretion of the appointing authority and used only at the time of original appointment. Qualifying experience must be consistent with the agreed upon minimum qualifications for the target title. Only relevant experience earned outside of State service or in the same State title may be credited. Any credit for service in another State title must be reviewed and approved by the agency's Staffing Services Representative. There is no credit for out-of-title work. The agency's submission of the NYSTEP transaction is the agency's attestation that the appointee meets the requirements for advanced placement.

This mechanism is not intended for transition examinations that lead to traineeship positions.

When using the Trainee lists, the standard rules of reachability still apply; however, the level at which the traineeship is filled can be determined by the qualifications of the candidate selected. For example, if the top three acceptors have no education or experience to qualify for Advanced Placement, agencies must fill the vacancy at the Trainee 1 level by selecting one of those acceptors. Agencies cannot skip the three

Trainee 1 level acceptors to reach a candidate who meets the qualifications for advanced placement at the Trainee 2 or full performance level.

Advanced Placement appointments are made directly from the eligible list to the Trainee 2 or to the full performance title. Once a trainee appointment has been made, the agency cannot give the employee an Advanced Placement appointment. For example, if an appointee has nine months of the twelve months of experience needed for advanced placement, the appointee cannot be advanced after three months. Also, if an agency appoints someone as a Trainee 1 and later finds that he or she could have advanced placed as a Trainee 2, an Advanced Placement appointment to the Trainee 2 will not be allowed.

Advanced Placement appointments cannot be used in conjunction with Early Advancement (fast tracking).

Please contact your Staffing Services Representative with questions regarding Advanced Placement appointments.