



**Department of
Civil Service**

ANDREW M. CUOMO
Governor

M E M O R A N D U M

TO: Directors and Associate Directors Human Resources
FROM: Abner JeanPierre, Director of Classification and Compensation
SUBJECT: Traineeship Development Plan (TDP)
DATE: June 30, 2016

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In keeping with our efforts to better serve the human resources community by streamlining work processes and increasing efficiency, the traineeship review and approval process has been revised.

The Division of Classification & Compensation (C&C) is providing a new template that requires minimal customization on agencies' part. The new format will standardize the core components of the TPD and ensure consistency in trainees' training and development. In addition, effective immediately, agency requests for new traineeships that follow existing allocation models will only need approval by C&C. For examples of existing traineeship allocation models, see our current traineeship spreadsheets at <https://www.cs.ny.gov/businesssuite/Appointments/Traineeships/>.

Requests for non-conforming allocation models will still require Division of the Budget (DOB) approval. Additionally, requested modifications in existing traineeship allocations that result in any fiscal increase will also require DOB approval.

Contact your Classification and Pay Analyst with any questions regarding the new Traineeship Development Plan.