

## **Frequently Asked Questions Administrative Assistant 1 Traineeship**

1. *Will current Secretary 1 and 2 incumbents be required to complete the required course work t?*

Current Secretary 1 and 2 incumbents are not required to complete the coursework, which is mandatory for new appointees.

2. *Will the current Secretary 1 promotion eligible list continue to be used to fill the full performance level Grade 11 title after establishment of the traineeship? Will it be declared appropriate to fill the trainee levels?*

The existing list may be certified as appropriate. DCS is in the beginning stages of determining when the examination for the new Administrative Assistant 1 title will be held.

3. *Will there be promotion examinations for the Administrative Assistant 1 title, in addition to the traineeship?*

Yes, a promotion examination for Administrative Assistant 1 will be held and will allow for appointment at the Trainee 1, 2, or full performance level.

4. *What titles will be able to transfer to the Administrative Assistant 1 Trainee?*

The same titles that are currently able to transfer to the former Secretary 1, Grade 11; Staffing will consider adding other titles upon agency requests. There are coursework requirements for transfer to Administrative Assistant 1, including the Trainee 1 and 2 levels.

5. *The memorandum states that incumbents will have to complete eight courses that will be provided in part by the CSEA Partnership. Who else will provide these courses?*

The intent is that candidates will complete the course requirements by taking exclusively NYS CSEA Partnership courses; however, GOER and Knowledge Bank courses in SLMS may be used to meet the requirements. In addition, we will allow agencies to determine if other coursework, such as college classes, is equivalent. Agencies will be required to maintain attestations that the coursework is equivalent. Agencies may request onsite training from the NYS CSEA Partnership if they have at least 12 participants. Access the onsite training request form at:

<https://www.nyscseapartnership.org/Publications/Worksite123.cfm>

6. *For the four elective courses, who will determine what courses an individual must take?*

The agency, after an assessment of the employee's education, training, and experience, will determine the elective courses based upon individual assignments.

7. *Will a trainee who does not complete the required coursework be failed on probation?*

Yes.

8. *Do transfer candidates have to complete the required courses during the probationary period?*

All candidates must complete the required courses during the probationary period.

9. *Will the minimum qualifications for non-competitive Administrative Assistant 1 and 2 be changed to incorporate the required courses?*

C&C, in consultation with Staffing, will establish non-competitive minimum qualifications for the titles.

10. *For agencies whose employees are typically ineligible to take training through the NYS CSEA Partnership, how will such employees be accommodated?*

We are working the NYS CSEA Partnership on the development of webinar courses to meet the requirements associated with this traineeship for all employees. See question # 5 above, for equivalency discussion.

11. *Will there be an open competitive (O/C) examination for the new title of Administrative Assistant 1, Grade 11, or trainee?*

No, we do not anticipate holding O/C examinations for either the trainee or full performance Administrative Assistant 1, Grade 11.

12. *Can the typing test be removed as a requirement for appointment?*

After much discussion, it was determined that the typing test is still necessary even for transfer candidates.

*13. What are the coursework requirements for the traineeship?*

Trainees will be required to take two courses in each of four competencies (Professionalism and Self-Management, Verbal and Written Communication, Interpersonal and Customer Relations, and Computer Skills and Technology) through the CSEA Partnership, or equivalent offerings as determined by the agency. The following core courses are mandatory: Microsoft Word Basics; Customer Service; Organized Office Worker; and Successful Business Writing. Four one-hour webinars in a competency may substitute for a one-day training for elective courses.

*14. Can agencies require its trainees to complete additional courses?*

Agencies can determine that additional courses are necessary. We encourage agencies to set realistic goals for additional courses.

*15. Are trainees eligible for performance advancements/service payments?*

Performance advancements (M/C) and service payments (CSEA) will be applied consistent with the traineeship guidelines for the negotiating unit. Trainees in the CSEA unit who successfully complete 52 weeks in a Trainee level are eligible for a Service Payment. M/C trainees who have successfully reached the mid-point of a Trainee Level and/or completed a Traineeship Level, and/or have completed the traineeship, and receive the highest rating for that traineeship, may be eligible for a Performance Advancement.