

New York State Public Management Institute



WHO?

Exceptional individuals with graduate education, the capacity for leadership, and the desire to make a difference for New York State and its citizens.



www.cs.state.ny.us/pmi
pmi@cs.state.ny.us

WHAT?

A career opportunity for a leadership position in New York State government

- Permanent, full-time, paid employment
- Comprehensive benefits
- Training by prestigious universities, colleges, and public policy makers
- One-on-one guidance from a mentor
- Rotational assignments

Training New York's leaders for over 60 years



STATE OF NEW YORK

DAVID A. PATERSON
GOVERNOR



Dear Applicant,

Thank you for your interest in joining New York State government through the Public Management Institute (PMI).

This is an exciting time to be in State government because you will find challenges and opportunities that demand creativity, integrity, talent and hard work. The people of this State have entrusted public sector employees and their managers to do nothing less than restore New York to greatness.

For more than 60 years, the Public Management Institute has recruited exceptional candidates to lead the New York State workforce. It is the model for the federal Presidential Management Program. With its partners, including the Nelson A. Rockefeller Institute of Government and the Cornell School of Industrial and Labor Relations (ILR), PMI provides interns world-class public policy and human resources management instruction. Some of the State's finest public administrators – many of them former PMI interns themselves – will help you strengthen skills acquired in college graduate programs and develop new managerial skills. Placement in full-time, paid, professional traineeships in State agencies provides relevant, on-the-job experience that will help you achieve your personal goals and career aspirations.

Please consider joining our New York State government team by applying for a position with the Public Management Institute. You will not be disappointed.

Sincerely,

DAVID A. PATERSON

WHY APPLY FOR A PUBLIC MANAGEMENT INTERNSHIP?

The Public Management Institute (PMI) is known for bringing exceptional individuals with the capability for leadership to careers in New York State government. Carefully selected job assignments, coupled with relevant training experiences, are critical components of the program.

Over the course of the two-year program, interns serve in an entry-level professional administrative position within a State agency. At the same time they receive on-the-job learning and specialized training from our training partners: the Nelson A. Rockefeller Institute of Government of the State University of New York at Albany and Cornell University School of Industrial and Labor Relations.

Specialized rotational assignments and mentoring from executive staff for professional guidance and career development allow interns to develop the broad understanding necessary to enhance their career opportunities. Interns continue in their job assignments, completing rotations and centralized training in the second year.

Advancement to the journey level (SG-18) occurs after satisfactory completion of one year.

“High-quality public services depend on highly capable public servants. The Rockefeller Institute is proud to play a role in the Public Management Institute’s important work of training future state agency leaders.” Robert B. Ward, Deputy Director, Nelson A. Rockefeller Institute of Government

PROGRAM COMPONENTS

Initial Job Assignment

Successful candidates compete for positions in selected State agencies in a variety of career tracks including agency operations, budget and finance, human resources management, and public policy. Sample proposals detailing the duties and responsibilities of available positions along with anticipated training are available to candidates at www.cs.state.ny.us/pmi.

One-On-One Guidance

All interns are provided with the opportunity to have an experienced manager in the organization act as their mentor for the duration of the internship. The mentor serves as a sounding board to discuss questions, insights or problems. Mentors may also help in planning personal strategies for career advancement.

Rotational Assignments

A key feature of the Public Management Institute, rotational assignments, introduce interns to other career tracks and/or other State offices and are designed to enhance an intern's understanding of how government works "globally". Most interns will experience two rotations during the internship.

"Cornell University's ILR School has been advancing the world for work for over 60 years. We are especially pleased to further our commitment to train current and future workplace leaders through this important partnership with New York State and the Public Management Intern program." Thomas B. Quimby, Director, Capital District Management Programs, Cornell School of Industrial and Labor Relations.

Training

During the two-year program, interns experience hands-on workshops spanning human resources, management development, equal employment opportunities and labor relations provided by renowned universities and colleges in the Albany area. Interns will be introduced to New York State government by studying the functions of and relationships among central and operating agencies, and develop an awareness of current issues and trends impacting the way business is carried out in government.

Our training partners in the Institute have included the Nelson A. Rockefeller Institute of Government and The Cornell School of Industrial and Labor Relations. The Rockefeller Institute is the public policy research arm of the State University of New York (SUNY). Through fellowships, internships, conferences, and publications, the Rockefeller Institute mobilizes SUNY's vast range of instructional, research, and service resources. Staff provide valuable instruction and training throughout the internship and monitor the interns' progress.

Cornell's School of Industrial and Labor Relations (ILR) provides a setting where undergraduates, graduate students, and adult learners can become knowledgeable about and skilled at handling the volatile issues confronting the changing American workplace. Today, ILR is the foremost institution in a field it pioneered and remains entirely devoted to the study of the workplace and human resources management.

Why Consider Us?

Over the last 60 years the Public Management Institute has identified, recruited, hired, and trained many leaders of New York State government.

PMI seeks interns with appropriate graduate-level education and experience from culturally diverse backgrounds. Interns receive guided training and challenging job opportunities that will enhance their skills and knowledge of key State and local operations.

Those who successfully complete the program have the opportunity to become generalist-managers and future leaders in New York State government.

COMPREHENSIVE BENEFITS

- Competitive salaries and advancement opportunities
- Comprehensive health care coverage for employees and their dependents
- Optional participation in group insurance plans
- Income protection plan
- Tuition reimbursement
- Employer-sponsored deferred compensation plan
- Membership in a sound retirement system
- Generous leave policies
- Unemployment insurance and Workers' Compensation

Please visit www.cs.state.ny.us for more information.



Message from Nancy G. Groenwegen,
Commissioner of the New York State Department of Civil Service

People with a passion for making government work for the benefit of its citizens will find unprecedented opportunities to fulfill their career dreams in New York State in the coming decade. Nearly one-third of the State's current workforce, including many of its managers, are expected to have retired by 2012. Replacing their expertise and experience is a significant challenge. But those taking their place can—and must—make an immediate mark on public programs and policies.



The nationally renowned Public Management Institute (PMI) provides an unmatched opportunity for promising candidates to learn both government and management from the inside. Successful graduates gain access to the broadest possible array of positions. PMI is highly selective, but the rewards of participation are significant. Consider furthering your professional development while you begin a new career by applying for admission to the Public Management Institute. It's a great time to work for New York State!

HOW DO I APPLY?

Step One - Minimum Qualifications:

Candidates must meet the announced minimum qualifications to compete in the examination process. Typically these include possession of a Master's Degree in Public Administration, Public Policy, or Public Affairs. Based on the types of positions to be filled, additional degrees, such as a Master's Degree in Business Administration, Political Science, Health Services Administration or Human Resources Management, may also be included.

Step Two - Online Application and Examination Process:

The online application is designed to evaluate a candidate's training and education. The application is typically available in early September and due by November.

The information candidates provide on the application is scored against the general background of positions.

Step Three - Assessment Examination Process:

Top-scoring candidates are invited to participate in the Assessment Center in January and early February. At the Center, candidates prepare and give a short oral presentation to a panel of examiners and prepare a writing sample. Candidates who pass the oral test are eligible for placement consideration.

For more information on how to apply please visit our website, www.cs.state.ny.us/pmi, and click "How to Apply".

HOW ARE SUCCESSFUL CANDIDATES SELECTED FOR POSITIONS?

The Interview Process

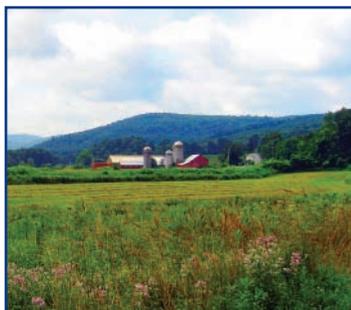
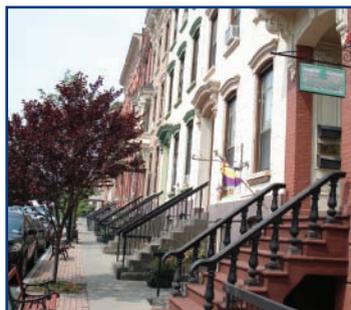
Candidates who pass the oral test are invited to participate in an "interview fair" that is typically held in April in Albany, New York. During the two-day interview fair, candidates will have an opportunity to meet with representatives from the hiring agencies. Candidates' resumes, writing samples and interview preferences will be shared with the agencies prior to the interview fair to assist in the scheduling of interviews. While some positions exist throughout the State, the majority of the positions we expect to fill each year are typically located in Albany. Due to the competitive nature of the application process, not all candidates who participate in the interview fair will receive a job offer. Interns are expected to begin their work assignment between the middle of May and the end of August.



WHERE?

Albany, together with the nearby cities of Troy and Schenectady, and numerous towns and villages comprise the area known as the Capital District. Situated on the Hudson River, approximately 150 miles north of New York City, Albany is a three-hour drive from Boston and a four-hour drive from Montreal.

Why live here? The area boasts a number of colleges and universities and offers a wealth of cultural and entertainment options. The nearby Adirondack, Catskill, and Berkshire Mountains offer year-round outdoor recreational opportunities from boating to skiing. The Capital District and surrounding area are also home to theater, opera, ballet, music, sports, museums, libraries, and parks.



CAPITAL REGION SUPERLATIVES

- The Capital Region was ranked #3 in the U.S. as “the best place with the best education.” (www.forbes.com, 2005)
- The Capital Region ranked in the top 5 percent in health care resources in the U.S. (Milken Institute, 2003) and is one of the healthiest communities in the nation according to *Self Magazine*. (2006)
- MSN Money named Albany-Schenectady-Troy as the #7 fastest-growing region that is still cheap. (2005)
- *Forbes* ranked Albany the #6 best housing market in the U.S. (2007)
- *Popular Science* listed Albany among its top cities for technology. (2005)

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WHO?

Candidates from across the country compete for jobs with New York State and seek placements with the PMI. Recent appointees received their degrees from the following schools:

Alfred University	SUNY Buffalo
Appalachian State University	SUNY Empire State College
Arizona State University	Syracuse University - Maxwell School
Audrey Cohen College	University of Akron
Baruch College	University of Alabama - Birmingham
Binghamton University	University of Connecticut
California State University	University of Maine
Carnegie Mellon University	University of Maryland
Clark Atlanta University	University of Michigan
Clarkson University	University of North Carolina - Chapel Hill
College of St. Rose	University of Pennsylvania
Columbia University	University of Pittsburgh
Cornell University	University of Southern Maine
East Carolina University	University of Texas
Eastern Kentucky University	University of Vermont
Georgetown University	University of Washington
The George Washington University	Virginia Polytechnic Institute and State University
Golden Gate University	Western Michigan University
Hamline University	West Virginia University
Harvard University	
Indiana University	
John Jay College	
Long Island University	
Marist College	
Maywood University	
New School University	
New York University	
Ohio State University	
Pace University	
Russell Sage College	
Rutgers University	
Seattle University	
Southwest Texas State University	
St. John's University	
SUNY Albany - Rockefeller College	
SUNY Brockport	