



**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 03-02**

TO: Agency Directors of Personnel and Human Resources Management  
FROM:  William E. Doyle, Director of Staffing Services  
 Nancy Kiyonaga, Director of Work Force and Occupational Planning  
SUBJECT: The Roles of the Department of Civil Service and The Partnership in  
Transition Traineeships  
DATE: August 11, 2003

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Now that the former Clerical Secretarial Employee Advancement Program (CSEAP) has blended into The Partnership for Education and Training, the question was raised about their involvement in and advocacy for transition examinations and traineeships. Chief among those is the Public Administration Transition Traineeship (PATT) examination which is tentatively planned for June 2004. Several years ago the Department of Civil Service decentralized responsibility for monitoring the Professional Administrative Careers Traineeship to the agencies. Now the responsibility for monitoring the PATT traineeships is being decentralized as well.

The original program included training programs sponsored by or through CSEAP. They were specifically referenced as part of the Individual Development Plan (IDP) for PATT list appointees. CSEAP staff monitored participation in and completion of these courses as a necessary part of the two-year traineeship. As agencies expanded their own training functions, CSEAP staff also signed off on requests for waivers when trainees completed comparable training. The Partnership will have no formal role in monitoring the IDP including training courses. Just as in the IDP for employees appointed under the PACT program, the IDP for PATT appointees should be tailored to meet the training and work experience needs of the employee toward development of journey level, full performance skills. Consequently, the training courses previously "mandated" for completion during the two-year traineeship are now simply "recommended" and we will leave it to agency Human Resource Offices to monitor the completion of all aspects of the IDP.

Advocacy for transition opportunities including traineeships is still an important role for The Partnership. Transition opportunities can play an important role in the development of succession planning and career mobility strategies and can be especially useful in times of fiscal austerity. We encourage you to work with The Partnership and us through your Staffing Services Representative and the Career Mobility Office in using this tool to meet your workforce needs.

If you have questions, please call Nancy Kiyonaga at (518) 485-9274.