

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

T0: Department and Agency Personnel, Human Resource, and Affirmative Action Offices

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

SUBJECT: Early Advancement of Trainees in Two-Year Professional Traineeships

THIS MEMORANDUM REPLACES ADVISORY MEMORANDUM #01-04.

In an effort to give agencies additional tools to reward and retain skilled employees, the Department will expand the early advancement option for all trainees serving in professional titles with two-year traineeships leading to Salary Grade 18. This change is effective February 26, 2015.

Early Advancement (fast-tracking) is defined as advancement from the second level of a two-year traineeship to the full-performance level of the target title after 18 months of service that exceeds the traineeship's performance standards. The trainee must be, therefore, functioning at the full-performance level of the title after 18 months of service. Use of early advancement is at the discretion of the appointing authority after a documented review of an employee's performance.

"Advanced placement" within a traineeship is distinct from early advancement. Advanced placement allows appointment, based upon a candidate's qualifications, to either the second level of a traineeship or the full performance level of the target title. Use of advanced placement is at the discretion of the appointing authority and used only at the time of original appointment. Only professional experience is creditable toward advanced placement.

NYSTEP transactions involving early advancement should be submitted in the same manner as other trainee advances.

All other traineeship program requirements are unchanged. The following is an outline of the basic requirements:

A. Agency Responsibilities

I. Review - Agencies must maintain an internal review process to ensure consistent, objective administration of the program, and to provide guidance and assistance to supervisors and trainees. Because of the diverse nature of state agencies, no particular

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

configuration is required. Agency level review boards, administrative officers or personnel/training officers may be vested with this responsibility and have the authority to establish and ensure that adequate administrative practices exist in support of the program.

II. Role and Functions - Agencies will be responsible for:

- Monitoring the timeliness of preparation of Individual Development Plans (IDP's) and evaluations.
- Determining that consistency exists between the duties described in the IDP and position classification standards.
- Ensuring that rating levels across title/organizational lines are consistent and that sufficient justification exists to support rating levels assigned and the ultimate personnel decision to retain, advance or terminate the trainee.
- Fostering adequate training and development activities to provide trainees with the opportunity to acquire and demonstrate knowledge, skills and abilities necessary for successful journey level performance.

B. Documentation Requirements at the Agency Level

I. Individual Development Plans - Supervisors must develop IDP's to furnish trainees with relevant information about their duties and the standards against which their performance will be measured during the term of trainee service. The trainee's background and experience should be assessed against the requirements of the position and applicable training and development activities should be identified and included in the Plan.

II. Performance Evaluation and Payments - Trainees are to be evaluated at each six months of service, and based on their observed performance, assigned an appropriate rating. Trainees, who meet payment eligibility requirements, will receive any applicable performance advance payment on the beginning of the pay period that follows completion of 6, 12 and 18 months of service. Payment amounts for titles not equated to salary grades are published by the Director of Classification and Compensation in Title and Salary Plan advisories.

C. Early Advancement

This provision allows an agency to choose to advance a trainee to Grade 18 at the 18th month interval or at any point between the 18-month and 24-month intervals of service when conditions for early advancement are met.

Generally, the conditions for early advancement are that trainees received the highest performance rating at the 12th and 18th month intervals of trainee service AND

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

demonstrate performance of the full range of duties and responsibilities of the Grade 18 position. By early advancing a trainee, the agency is attesting that the trainee is performing the full range of duties and responsibilities of the Grade 18 position.

Early advancement is not allowed in the following instances:

- The trainee was advanced placed to the second level of a traineeship to the target title. Accordingly, an appointee to the second level of a traineeship must still complete 52 weeks as a trainee.
- Titles that allow automatic advancement to higher allocated titles after the completion of one year of satisfactory service.
- Traineeships or automatic advancement plans that rely upon completion of college coursework, formal training, or the earning or possession of certifications, licensure, or other credentials.

The Director of Classification and Compensation retains the discretion to modify or terminate this program.

D. Applicable Titles

Professional titles with two-year traineeships leading to Salary Grade 18 (current titles listed in the chart below).

Title Code	Title	SG	JC	NU
8303100	Addictions Program Specialist	18	0	05
2801200	Administrative Assistant	18	0	05
1487100	Affirmative Action Administrator 1	18	0	06
1464100	Agency Training and Development Specialist 1	18	0	05
0104100	Assistant Investment Officer	18	0	05
6109001	Biologist 1 (Aquatic)	18	0	05
6111001	Biologist 1 (Ecology)	18	0	05
6113001	Biologist 1 (Marine)	18	0	05
6112001	Biologist 1 (Wildlife)	18	0	05
2001200	Budget Examiner	18	0	06

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

0816100	Business Systems Analyst 1	18	0	05
0816150	Business Systems Analyst 1 (Health)	18	0	05
8118100	Child Support Specialist 1	18	0	05
8145100	Children and Family Services Specialist 1	18	0	05
8145111	Children and Family Services Specialist 1 (Minority Group)	18	0	05
6812100	Claims Services Representative 1	18	0	05
0232100	Contract Management Specialist 1	18	0	05
8606100	Criminal Justice Program Representative 1	18	0	05
8606110	Criminal Justice Program Representative 1 (Administration)	18	0	05
6412100	Dairy Products Specialist 1	18	0	05
6412120	Dairy Products Specialist 1 (Spanish Language)	18	0	05
0478100	Data Processing Fiscal Systems Auditor 1	18	0	05
8556610	Economic Development Program Specialist 1	18	0	05
8556612	Economic Development Program Specialist 1 (Agriculture)	18	0	05
3566100	Education Credentials Specialist 1	18	0	05
0213100	Education Finance Specialist 1	18	0	05
1423100	Employee Benefits Representative 1	18	0	06
1618210	Environmental Analyst 1	18	0	05
6154100	Environmental Chemist 1	18	0	05
1631210	Environmental Program Specialist 1	18	0	05
7861100	Fire Protection Specialist 1	18	0	05
6410210	Food Inspector 1	18	0	05
6410212	Food Inspector 1 (Spanish Language)	18	0	05

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

6127100	Food Laboratory Specialist 1	18	0	05
1516110	Forester 1	18	0	05
1757100	Grants Administrator 1	18	0	05
2845601	Health Program Administrator	18	0	05
1762200	Higher Education Services Program Analyst 2	18	0	05
8916100	Highway Safety Programs Analyst 1	18	0	05
3841400	Historic Preservation Program Analyst	18	0	05
8106410	Homeless Services Representative 1	18	0	05
2367100	Housing and Community Renewal Specialist 1	18	0	05
2367110	Housing and Community Renewal Specialist 1 (Spanish Language)	18	0	05
8131510	Housing Specialist 1	18	0	05
1447100	Human Services Training Specialist 1	18	0	05
0450200	Insurance Examiner	18	0	05
450210	Insurance Examiner (Spanish Language)	18	0	05
6165030	Laboratory Specialist 1	18	0	05
0225100	Management Specialist 1	18	0	05
0225115	Management Specialist 1 (Children and Family Services)	18	0	05
0225116	Management Specialist 1 (Children and Family Services) (Spanish Language)	18	0	05
0225110	Management Specialist 1 (Spanish Language)	18	0	05
5220410	Mental Health Program Specialist 1	18	0	05
6322100	Narcotic Investigator 1	18	0	05
6322105	Narcotic Investigator 1 (Spanish Language)	18	0	05

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

0201100	Payroll Analyst 1	18	0	06
1643100	Pesticide Control Specialist 1	18	0	05
1643110	Pesticide Control Specialist 1 (Spanish Language)	18	0	05
1771100	Policy Analyst 1 Public Authority	18	0	05
0372100	Policyholder Services Representative 1	18	0	05
2456200	Program Research Specialist 2	18	0	05
2456210	Program Research Specialist 2 (Agricultural)	18	0	05
2456220	Program Research Specialist 2 (Criminal Justice)	18	0	05
2456230	Program Research Specialist 2 (Economics Finance)	18	0	05
2456235	Program Research Specialist 2 (Health Care Finance)	18	0	05
2456236	Program Research Specialist 2 (Health Systems Analysis)	18	0	05
2456240	Program Research Specialist 2 (Human Services)	18	0	05
2456245	Program Research Specialist 2 (Medical Assistance)	18	0	05
2456250	Program Research Specialist 2 (Public Health)	18	0	05
2456260	Program Research Specialist 2 (Transportation)	18	0	05
2366100	Property Manager 1	18	0	05
2341100	Real Estate Specialist 1	18	0	05
2327030	Real Property Analyst 1	18	0	05
6662201	Resources and Reimbursement Agent 1	18	0	05
2279100	Retirement Systems Information Representative 1	18	0	05

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

0438300	Senior Abandoned Property Accounts Auditor	18	0	05
0403300	Senior Accountant	18	0	05
2810300	Senior Administrative Analyst	18	0	05
1484500	Senior Affirmative Careers Program Specialist	18	0	06
0421300	Senior Auditor	18	0	05
2000300	Senior Budgeting Analyst	18	0	05
2834300	Senior Capital Program Analyst	18	0	05
1403300	Senior Classification and Pay Analyst	18	0	06
2290300	Senior Engineering Research Editor	18	0	05
0428300	Senior Examiner of Municipal Affairs	18	0	05
0658300	Senior Forest Appraiser	18	0	05
0230300	Senior Health Care Fiscal Analyst	18	0	05
1775300	Senior Health Care Management Systems Analyst	18	0	05
2401000	Senior License Examination Specialist	18	0	05
1420300	Senior Municipal Personnel Consultant	18	0	06
1441300	Senior Personnel Administrator	18	0	06
1441315	Senior Personnel Administrator (Spanish Language)	18	0	06
1412300	Senior Personnel Examiner	18	0	06
6130300	Senior Radiological Health Specialist	18	0	05
1405300	Senior Staffing Services Representative	18	0	06
1405310	Senior Staffing Services Representative (Attendance and Leave)	18	0	06
1463310	Senior Training Technician (Police)	18	0	05
0422100	State Program Examiner 1	18	0	05

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL**

Advisory Memorandum #15-01

1850 (H) Traineeships

February 26, 2015

0422110	State Program Examiner 1 (Fiscal)	18	0	05
0422120	State Program Examiner 1 (Systems)	18	0	05
8445200	State Veterans Counselor	18	0	05
8445210	State Veterans Counselor (Spanish Language)	18	0	05
0467100	Tax Auditor 1	18	0	05
8183100	Temporary Assistance Specialist 1	18	0	05
8183115	Temporary Assistance Specialist 1 (Refugee and Immigrant Services)	18	0	05
6852100	Underwriter 1	18	0	05
2324050	Utility Analyst 1	18	0	05
7896100	Weights and Measures Specialist 1	18	0	05
2422100	Workforce Programs Specialist 1	18	0	05
2422030	Workforce Programs Specialist 1 (Youth Systems)	18	0	05