



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2001

HCS TRAINEE I - III

C7D1IX TO C7D3IX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses three levels in the Health Care Services Occupational Group and describes work preparing for entry into a specific class series. Positions perform tasks that are structured and designed to provide training and experience in the appropriate HCS occupation. Tasks are performed under direct supervision and detailed instruction and guidance is received. Employees in these classes learn to apply established practices and methods directly related to the assignment. At the time a position is originally allocated to this series, the training program and target class are to be specified, including subjects and time frames, and the class(es) to which the position will be allocated after successful completion of each stage and the entire training program must be identified. Positions do not remain in this class series indefinitely.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/01 (LLB). HCS Consolidation Study consolidated DD Tech Intern (C1D2), Vet Tech Intern (C3Q1), Lab Assistant Intern (C4B1) and Lab Tech Intern (C4B4), and LPN Intern (C6A1). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

CLASS SERIES DESCRIPTION (Cont'd.)

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July 1, 2001

Effective 9/1/93 (KAS). Job Evaluation system Revision project. Converted DD Tech Intern from A5031 to C1D2. Converted Vet Tech from A5520 to C3Q1. Created Lab Assistant Intern (C4B1) and Lab Tech Intern (C4B4). Converted LPN-A (A5011,68) to LPN Intern (C6A1).

Revised 7/1/86. Minimum requirements revised for LPN.

Revised 7/1/84. Changed in-grade hire step for DD Tech class.

Created 7/1/82. UCHSC LPN.

Revised 9/1/81. Changed minimum requirements for Vet Tech.

Revised 7/1/81. Changed relationship, KSAs and minimum qualifications for DD Tech Intern (A5031). Changed in-grade hire for Vet Tech.

Created 7/1/80. Vet Tech.

Revised 1/1/80. Changed KSAs and minimum qualifications for DD Tech Intern (A5031).

Created 1/1/75. DD Tech, LPN.

SUMMARY OF FACTOR RATINGS -- Not applicable.

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services