



## **STATE OF COLORADO**

### **CLASS SERIES DESCRIPTION**

**September 1, 1998**

### **STATE SERVICE PROFESSIONAL TRAINEE I-II**

H4S1IX TO H4S2IX

#### **DESCRIPTION OF OCCUPATIONAL WORK**

This class series uses two levels in the Professional Services Occupational Group and describes work preparing to enter a specific class series. These classes are to be used for those who are disadvantaged and/or need remedial preparation for the entry level into a particular professional class series. Positions receive on-the-job training or formal courses designed to develop the characteristics required by the class series for which in training. 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 to which the position will be allocated after successful completion of training must be identified. Announcements, recruitment, and examinations are to be processed in accordance with applicable selection technical bulletins, Board rules, and Director's procedures. The State Service Professional Trainee class must be at a lower pay grade than the pay grade of the target class for which training. Positions are not to remain in these classes 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**

Revised 9/1/98 (CVC). Change class code due to PS Consolidation study.

Effective 9/1/93 (KKF). Job Evaluation System Revision project. Published as proposed 5/10/93.

**CLASS SERIES DESCRIPTION (Cont'd.)**  
**STATE SERVICE PROFESSIONAL TRAINEE**  
**September 1, 1998**

Revised 7/1/83. Changed class codes, entrance requirements, grades, and pay relationships.

Revised 10/1/76. Changed entrance requirements on Public Service Professional Intern I (A1037).

Revised 11/1/75. Changed entrance requirements.

Created 8/1/75. Public Service Professional Intern I and II (A1036 - A1037).

**SUMMARY OF FACTOR RATINGS**

Do not apply.

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services