



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2004

LTC TRAINEE I - VII

D8F1IX TO D8F7IX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses six levels in the Labor, Trades, and Crafts 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 LTC 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 7/1/04 (LLB). Abolished D8F6 through annual elimination of vacant classes. Published proposed 4/30/04.

Effective 7/1/00 (KKF). LTC consolidation study consolidated Printer I (D1J1). Draft published 3/31/99 and proposed 5/24/99.

CLASS SERIES DESCRIPTION (Cont'd.)

LTC TRAINEE

July 1, 2004

Effective 7/1/99 (KKF). LTC consolidation study consolidated Groundskeeper Intern (D1E1), Printer I (D1J1), State Services Trades Trainee (D3K), Custodian Intern (D5C1), Food Service Worker Intern (D5D1). Draft published 3/31/99 and proposed 5/24/99.

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

Created 7/1/82. Apprentice, Machinist Group I through IV (A4741-A4744).

SUMMARY OF FACTOR RATINGS -- Not applicable.

ISSUING AUTHORITY: Colorado Department of Personnel & Administration