



## STATE OF COLORADO

### CLASS SERIES DESCRIPTION JULY 2015

#### STATE SERVICE TRAINEE I-V

G3J1IX TO G3J5IX

#### DESCRIPTION OF OCCUPATIONAL WORK

This class series uses five levels in the Administrative Services and Related 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 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 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

Effective 9/1/93 (KKF). Job Evaluation System Revision project. Published as proposed 5/10/93. Revised 7/1/83. Changed entrance requirements.

Revised 7/1/77. Changed pay relationship.

Revised 4/1/77. Created Public Service Career Trainee IV and V (A9504 -A9505).

Changed pay relationships and entrance requirements on Public Service Career Trainee I to III (A9501 - A9503).

Created 1/1/75. Public Service Career Trainee (A9501 - A9503).

#### SUMMARY OF FACTOR RATINGS

Ratings do not apply.

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services