

OUTLINE OF TRAINING PROGRAM

SELECTION PROCEDURE

The Personnel Commission will conduct an examination using measurement devices appropriate to the position. The Director of Personnel Services will make the final selection from the resulting eligibility list.

PROCEDURE FOR APPLICATION TO TRAINEE POSITION

- The trainee position will be advertised to all permanent classified personnel.
- Applications will be submitted to the Personnel Commission during the advertised filing period.
- The selection procedure outlined above will be implemented.

FORMAT OF TRAINEE PROGRAM

- Trainee program will last for up to 1½ years.
- Trainee program will have specific goals and objectives with timelines established for each trainee position.
- Trainee will work under the supervision of a person selected by the Administration, who will be responsible for the education of the trainee.
- The trainee will be evaluated every six (6) weeks according to the goals and objectives established.
- The trainee will be required to enroll in and pass designated courses in the specialization for which he/she is training.
- At the end of the 1½ year training period, the trainee will be evaluated and a recommendation made as to whether the trainee should be reclassified in the new position or returned to his/her former position. The trainee will be required to pass the regular examination for the skilled level class at that time.
- At any time during the training period the trainee may select to return to his/her former position and/or the trainee may be removed from the training program because of unsatisfactory evaluation or, in the opinion of the evaluator, the trainee is not performing in a satisfactory manner. Failure to enroll in or pass the necessary course work required of the training program will also be cause for removal of the trainee from the program.

COMPENSATION

Classification and placement of the trainee on the salary schedule will be determined by the Personnel Commission.