



SPB-TRAINEE

CHARACTERISTICS OF WORK:

This is entry level in either the classification/compensation analyst, evaluation counselor, or training coordinator series. An employee in this class functions in a training capacity and assists in performing in professional classification/compensation, evaluation, or training duties. If employed within the Office of Classification and Compensation the work involves assisting in evaluating position action requests, conducting classification studies, conducting position audits, preparing cost projections, and writing classification specifications. If employed within the Office of Recruitment and Selection the work involves assisting in evaluating occupational skills of job applicants, evaluating employee Experience and Training Records, and helping applicants identify and understand factors affecting their employment. If employed within the Training Division the work involves learning to develop, implement, and evaluate training programs for skilled, technical, and supervisory employees or assisting in directing a training program larger in scope and complexity.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience in work related to the described duties.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through

statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and

responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Functional Knowledge: Possesses or is capable of developing the specific knowledge and technical abilities to succeed in the specified position.

Possesses the knowledge of SPB procedures, policies, and applicable statutory requirements. Possesses the knowledge of SPAHRS and correct classification specification format. Possesses in-depth knowledge of SPB rules, regulations, and procedures pertaining to recruitment, selection, and job qualifications. Possesses knowledge of the BSC and CPM programs. Learns to interpret personnel policies and procedures governing recruitment and selection practices; participates in the development of policies and procedures.

Situation Analysis: The ability to evaluate characteristics of each situation and use appropriate tactics to achieve results.

Evaluates experience and training records to determine qualifications for a particular occupation or eligibility for examinations. Research and analyze requests using whatever means are available and within reason to determine what recommendation will utilize the agency's positions to their most effective use. Effectively interacts and interfaces with different organizations and individuals appropriately by varying styles as needed.

Organizational Ability: The ability and willingness to organize and utilize resources to achieve results.

Organizes resources in an effective manner needed to provide services to agency personnel . Recognizes current and potential crisis situations and uses flexibility, creativity, and common sense to reach a workable solution.

Workflow Management: The ability and willingness to perform work within defined specifications and time lines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet compliance deadlines.

Problem Solving/Decision Making: The ability and willingness to work with people and to identify and solve problems in order to effectively and efficiently complete assigned tasks.

Exercises sound reasoning.

Support Services: The ability and willingness to assist others by organizing, coordinating, and preparing information and services.

Assists in providing technical assistance to agency training coordinators, participants, and instructors. Assists in providing information and assistance to job applicants.

Analytical Thinking: The effective use of knowledge and logic to address issues critical to the accomplishment of the job.

Assists in performing professional staff analytical duties related to updating and maintaining the classification plan, including: conducting classification studies; analyzing class concepts; conducting position audits; and evaluating position action requests. Assists in evaluating employee Experience and Training Records; codes information to education, work experience, and other occupational qualifications. Assists in the evaluation and reporting of results of training given by subject matter specialists; assists in preparing training manuals and guides.

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, management, vendors and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other state's agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Presents facts, financial documentation, or other information in written and/or oral form.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Assists in evaluating position action requests, conducting classification studies, conducting position audits, preparing cost projections, and writing classification specifications.
2. Assists in evaluating occupational skills, experience, and training of job applicants, and participates in the development of policies and procedures.
3. Assists with the development, implementation, evaluation, and direction of training programs for employees.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists in performing professional staff analytical duties related to updating and maintaining the classification plan, including: conducting classification studies; analyzing class concepts; conducting position audits; and evaluating position action requests.

Assists in interpreting, applying, and enforcing a variety of personnel rules and regulations; assists in analyzing policies, procedures, organizations, and operations and making recommendations for improvements in economy, efficiency, and quality in these areas.

Assists in preparing, checking and reviewing personnel and related recommendations and reports such as: cost projection reports; demographic information; class specifications; memoranda and correspondence relating to classification/compensation policies, procedures, and issues.

Assists in the presentation of oral and written reports containing findings and recommendations to the State Personnel Board; assists in implementing solutions.

Assists in the analysis of Agency Personal Services Budget Requests and makes recommendations to the State Personnel Board.

Assists in evaluating employee Experience and Training Records; codes information to education, work experience, and other occupational qualifications.

Assists in counseling prospective applicants and state government employees on matters relative to minimum qualifications of job classes or certification for appointment, promotions, or transfers.

Interacts with government agencies, elected public officials, private organizations, and the general public to resolve selection issues and problems, furnish or obtain information, and explain personnel policies and procedures.

Learns to interpret personnel policies and procedures governing recruitment and selection practices; participates in the development of policies and procedures.

Assists in the development of training programs for supervisory, skilled, and technical employees; assists in the development and implementation of new professional and managerial training programs.

Assists in the selection and scheduling of participants for training courses; assists in arranging training locations; assists in the selection of training materials, speakers, discussion leaders, and training aids; assists in providing information relative to training opportunities.

Assists in the evaluation and reporting of results of training given by subject matter specialists; assists in preparing training manuals and guides.

Assists in the preparation and editing of training manuals, training memoranda, and other training outlines and materials.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.