

TRAINEE UNDER-FILL A

| Job Code | Pay Grade |
|----------|-----------|
| 01492 | CL55 |

Nature of Work

This is trainee or higher level work and development described under an Appointing Authority's approved training plan in an area of assignment and line of work lower than an existing classification that has no lower level approved career ladder. An incumbent in this classification will be assigned lower level duties consistent with the approved higher level position classification in a training and developmental capacity. The duties and responsibilities may involve leadership, staff work or line operations. The incumbent is regularly evaluated under the position's formal training plan based on results of performance including, but not limited to, formal training, on-the-job-training, job knowledge acquired, skills demonstrated, plus day-to-day performance. The incumbent reports to a manager or supervisor. An Appointing Authority approved trainee position description and position specific training plan must be completed before appointment. A candidate may be appointed from an eligible register to a special trainee position by an Appointing Authority with the concurrence of the Director of Human Resources. The appointee will be considered a part of the permanent classified service. The candidate's failure to successfully complete the training and development may result in termination. Benefits are the same as provided for permanent employees. The candidate will be informed of the terms and conditions of training and requirements for retention and advancement. The training period is normally for a one or two year period. Any need to extend the appointment beyond an approved training period must be re-approved by the Appointing Authority with the concurrence of the Director of Human Resources. A trainee position is administratively classified two or more grades lower than an already approved classification; however, Pay Grade CL 55 is assigned during the training period. The candidate's pay rate is determined by the Appointing Authority with the concurrence of the Director of Human Resources.

Minimum Qualification Requirements

- Training, education, experience, and other credentials vary by position in order to identify one or more appropriate candidates to perform the tasks and activities relating to an approved position description and training plan; or
- An equivalent combination of training, education, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively after a candidate meets the minimum qualifications to an in-line career ladder position (such as, the training plan target position) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Receives and performs training and development in staff or line work relating the requirements and assignments of the approved higher level job classification.
- Provides assistance to managers in staff or line work relating to the position requirements.
- Completes training and assignments in the position's job description and training plan.
- Performs related work as assigned or required.

TRAINEE UNDER-FILL A (continued)

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Knowledge, Skills, and Abilities

- Ability to perform training assignments, job development and on-the-job tasks.
- Ability to complete reading and math assignments.
- Ability to deal with co-workers and the public with tact, patience, and courtesy.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to organize and comprehend new information, training, and on-the-job related practices.
- Ability to obtain required certifications and licenses, if any.

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| Created | EEOC Code | Overtime Code |
|---------|-----------|---------------|
| 10/11 | TBD | Classified |