

TRAINEE UNDER-FILL C

Job Code	Pay Grade
01498	150

Nature of Work

This is professional level 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. Work is performed under the general supervision of a senior or executive manager, but considerable independent judgment is exercised by the incumbent. Persons may be appointed to these positions by the Appointing Authority with the concurrence of the Director of Human Resources and without the requirement to establish and hire from an eligible register. However, each position must have a job description and a position specific training plan approved by the Appointing Authority and the Director of Human Resources. The appointee will be considered a part of the permanent exempt service. 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 150 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 advance the incumbent to an in-line 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 other duties as assigned.

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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	Exempt