



Management & Supervisory NOTES

Human Resources
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Classification Options: Trainee Under-Fill

In the [October](#) and [November](#) issues of Management & Supervisory Notes, we discussed some of the various classification options available to managers and supervisors that can be utilized in order to achieve the best possible working environment. The classification system in the Unified Personnel System is flexible and easy to work with. You will need to look at your positions and decide what is best for your departmental needs. There are a number of options which will depend on weighing and balancing a number of factors. Consider the work that will be performed, WHY the work is being performed, and consider the time frame for the work being performed.

Trainee Under-Fill

The Trainee Under-Fill classification was developed in October of 2011 as a tool for managers and supervisors to utilize when an employee or potential employee is waiting for a license or a test result as a minimum qualification requirement or needs additional work experience in order to meet the minimum qualification requirement. Managers and supervisors can then competitively hire an employee at a lower level than an established classification in a training and developmental capacity until license/test results or minimum work experience requirements are met.

A Trainee Under-Fill position is usually classified two or more pay grades below an already approved classification and is administratively assigned to pay grade CL55 during the training period. In the Trainee Under-Fill role, the employee receives training and performs in a developmental capacity in relation to the higher level classification and is

promoted non-competitively upon successful completion of the training program. The training period for the employee is normally a year or two.

In the Trainee Under-Fill classification, managers and supervisors must complete a position specific training plan before the appointment of an employee. The employee will be informed of the terms and conditions of training and the requirements for retention and advancement. The employee will be considered a part of the permanent classified service. If the employee fails to successfully complete the training and development, it may result in termination of employment. Benefits are the same as provided for permanent employees.

A Trainee Under-Fill position may be the perfect solution for your work unit! For more information about that classification, please contact Human Resources for assistance:

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Next month, we will discuss the Special Projects Assistant Classification and how to utilize it within your work group.