



Career Service Authority

Cooperative Education Trainee

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GENERAL DESCRIPTION OF CLASS DUTIES

Performs trainee level work in an occupational area while enrolled in a high school or post high school educational program. Maximum length of service in training class: 2 years

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other trainee classes based on work performance in a high school or post high school educational program.

This class is also distinguished by the following factors:

Guidelines and Decision Making Level:

Tools, work aids and materials to be used are clearly specified. Work step are demonstrated or made clear by simple instructions. Work steps involve an uncomplicated pattern of simple tasks. Work product is subject to close, continuous inspection.

Level of Supervision Received and Quality Review:

Close supervision.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Trains in a specified entry level occupational field in City Agency or Department.

Trains in developing skills and performs the duties of a variety or specified occupational training assignments.

Trains in and develops acceptable work habits and behaviors required in a structured work environment.

Trains in and prepares simple recordkeeping, various reports and other documents in accordance with specified requirements, guidelines and supervisory instruction.

Attends and participates in vocational training offered by the agency or department, and other educational classes provided by educational institutions or organizations, including training courses provided by Career Service Authority and applies information to the work assignment.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the essential or primary duties listed above.

MINIMUM QUALIFICATIONS

Core Competencies Upon Entry:

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrate responsible behavior.

Integrity/Honesty - Displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; chooses an ethical course of action, is trustworthy.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Core Competencies Upon Completion:

Applies Technology to Tasks - Selects and understands procedures, machines, or tools that will produce the desired results; identifies or solves problems in machines; computers, or other technologies as they are related to performing tasks.

Customer Service - Works and communicates with clients and customers (e.g., any individuals who use or receive the services or products that your work unit provides, including individuals who work in your agency or in other agencies or organizations outside the Government) to satisfy their expectations. Committed to quality services.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Organizational Awareness - Knows how social, political, organizational, and technological systems work and operates effectively within them. This includes the policies, procedures, rules, and regulations of the work or organization.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive on-the-job experience.

Physical Demands:

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Fingering: picking, pinching or otherwise working with fingers.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Mental Demands:

Mathematical Reasoning

Memorization

Oral Comprehension

Written Comprehension

Working Environment:

Work is primarily performed in an office setting, frequently at other locations for meetings and occasionally at outdoor work sites.

Education:

Current enrollment in a high school or post high school educational program.

Experience:

None

Equivalency:

None

Licensure and/or Certification:

None.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 03/01/2001

REVISED DATE: 05/30/2010

REVISED BY: Hameed Pousti

CLASS HISTORY:
3/2001 - Class was originally created.
5/2010 - Statement for minimum service was removed.