

# State Transitional Business and Administrative Technician— A Career Change Process for State Employees in Administrative or Office Support Occupations

## **Q: Who is eligible?**

Current, classified employees with status who possess considerable administrative or office support experience.

## **Q: What is the purpose of this process?**

The State Transitional Business and Administrative Technician process can be used to facilitate career movement from an administrative or office support classification to a business-related technician classification. This can be used when the appointment to the technician classification would result in the employee losing pay because they do not possess the experience required for the level in the new classification series that has a pay rate equal to or higher than their current pay rate.

## **Q: How does the State Transitional Business and Administrative Technician process help employees?**

The State Transitional Business and Administrative Technician process can help employees with considerable administrative or office support experience move into a new business-related technician classification without losing pay or employment preference rights. For example, an employee could switch careers from a Secretary 10 to a Human Resources Technician 10. Without the State Transitional Business and Administrative Technician process, the employee would have to have two years of experience as a Human Resources Assistant 9 or one year of experience as a Human Resources Technician E9 to move to a Human Resources Technician 10 position.

With the State Transitional Business and Administrative Technician E9 process, the employee would enter the new field as a State Transitional Business and Administrative Technician. After completing one year of satisfactory service, the employee could be reclassified to the Human Resources Technician 10, and would have maintained their employment preference rights and, in most cases, their pay rate from their previous Secretary 10 level throughout the entire training period.

## **Q: How does this process work?**

The employee in a higher-level administrative support position applies for and is appointed to a Business and Administrative technician position at the pay level of the position being departed. After satisfactorily completing the requirements for the class, the employee may be reclassified to the new technician classification at the appropriate level.

*More on the State Transitional Business and Administrative Technician Process . . . →*

When entering the classification from a directly-related position classified at or above the Equitable Classification Plan (ECP) Group 1, 9 level, the employee can be considered for early reclassification at the end of the equivalent of 6 months of full-time service. As an example, the hiring agency has a Human Resources Technician (HRT) 7, 8, E9, 10 vacancy. A Human Resources Assistant (HRA) employee with one year of 9 level experience is selected for the position. Because the HRA 9 employee meets the experience requirements for the HRT E9, and their current hourly rate is higher than the maximum of the HRT E9, the hiring agency should appoint the employee to the State Transitional Business and Administrative Technician E9 position for pay protection purposes. The agency may request reclassification to the HRT 10 classification after 6 months if the employee's previous 9 level experience is directly related to the HRT job function.

**Q: What happens to pay?**

Upon appointment, the employee maintains their current rate of pay if it is less than or equal to the maximum of the State Transitional Business and Administrative Technician pay range or less than the maximum of the classification level to which the employee will be reclassified upon completion of the transition period. If the employee is paid more than the maximum of the State Transitional Business and Administrative Technician pay range or more than the maximum of the classification level to which the employee will be reclassified, the employee is paid the lesser of the two rates.

**Q: What would happen during a RIF?**

In a Reduction in Force (RIF), an employee entering the State Transitional Business and Administrative Technician classification from a classification with a higher employment preference level would maintain their employment preference rights from their former classification and level.

**Q: Questions?**

If you have questions about this information, or would like to schedule an appointment with one of our Lansing or Detroit Office career planning staff, call Civil Service Commission, Career Services:

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