

Departmental Trainee

A Career Change Process for State Employees Who Want to Move into a Professional Classification

ELIGIBILITY

Career employees in the classified service who do not possess a Bachelor's degree but meet the minimum experience requirements described below are eligible for the Departmental Trainee:

Your Experience	Departmental Trainee Minimum Experience Requirements*
Administrative Support	Two years of E10- or E11-level experience OR Four years of advanced or supervisory 9-level or Senior Executive Management Assistant 9 experience OR Two years of advanced or supervisory 10-level experience OR One year of advanced or supervisory 11-level (or higher) experience
Business and Administrative	Two years of E9- or E10-level experience OR One year of advanced or supervisory 10-level (or higher) experience
Human Services	Two years of E9- or 10-level paraprofessional** or nursing experience OR Two years of E10- or E11- or supervisory 10-level experience OR One year of advanced or supervisory 11-level (or higher) experience
Engineering and Scientific	Two years of E10-, E11-level or supervisory 10-level experience OR One year of advanced or supervisory 11-level (or higher) experience
Safety, Security and Regulatory	Two years of E11-level experience OR Two years of advanced or supervisory 10-level experience OR One year of advanced or supervisory 11-level (or higher) experience

*One year of college education may be substituted for one quarter of the required experience for up to one half of the required experience.

**Paraprofessional classifications are those requiring an associate's degree or two years of college.

PURPOSE

The Departmental Trainee classification can be used to facilitate career movement for non-degreed career employees into one of twelve designated professional Business and Administrative classifications without losing pay or employment preference rights.

More on the Departmental Trainee Process . . . →

CAREER TRANSITIONS

The Departmental Trainee can be used to transition into the following classifications:

- Buyer
 - Civil Rights Representative
 - Departmental Analyst
 - Economic Community Development Analyst
 - Financial Analyst*
 - Human Resources Developer
 - Occupational Safety Advisor
 - Human Resources Analyst
 - Property Analyst
 - Regulation Officer
 - Rights Representative
 - Unemployment Insurance Analyst
- (*Requires specific experience. See Financial Analyst Job Specification at www.michigan.gov/mdcs under MCSC Quick Links, Job Specifications/Pay.)

PAY

Upon appointment, the employee maintains their current rate of pay if it is less than or equal to the maximum of the Departmental Trainee 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 Departmental Trainee 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.

RECLASSIFICATION

An employee may be reclassified to the new professional classification after successful completion of the experience requirements for the class.

If the reclassification would result in a pay decrease, the employee remains in the Departmental Trainee Class for another year.

REDUCTIONS IN FORCE

In the event of a Reduction in Force (RIF), an employee entering the Departmental Trainee classification from a classification with a higher employment preference level would maintain his or her employment preference rights from the former classification and level.

QUESTIONS

If you have questions about this information or would like to schedule an appointment with one of our Lansing or Detroit professionals, please call or e-mail the Civil Service Commission, Career Services:

Lansing
(517) 241-6674
(800) 788-1766
(517) 335-0191 (TTY)

Detroit Regional Office
(313) 456-4400
(313) 456-4409 (TDD)