



Department of Public Works and Engineering

Trainee Policy No. 3-39

Policy Statement

The Department of Public Works and Engineering provides traineeships with the express purpose of filling skilled positions in particular job families. A Trainee position is, by definition, an interim classification and not intended to be used on a permanent basis.

Purpose

The purpose of this policy is to establish how the Public Works and Engineering Department promotes employees in official Trainee classifications, once they have completed the requirements of their specific training programs.

Scope

This policy applies to Public Works and Engineering (PWE) Department employees who are working in classifications that include the word "Trainee" in the job title reflected by the Master List of Approved Classifications.

Definitions

The following terms are used in this document.

Term	Definition
Trainee	A PWE employee whose official job title includes the word "Trainee".
Official Job Title	A classification that appears in the Master List of Approved Classifications based upon the most recent Master Classification Ordinance approved by City Council.

Policy

It is the policy of the Public Works and Engineering Department to promote employees working in official Trainee jobs to the appropriate level within the specific job family for which they were training as soon as they satisfy the requirements of the traineeship, including having acquired the necessary experience, certifications, licensure, etc. and provided they do not have an employee performance evaluation score of less than 3.0 in the Trainee classification. As agreed to by the Human Resources Department, these promotions can occur outside the job posting process.

Approved:

Val A. Rudick

Date Approved:

3/13/17

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All policies are subject to amendment. It is the employee's responsibility to refer to the Department of Public Works and Engineering's intranet site for the official, most recent version. Individuals printing a copy of this policy are responsible for ensuring that revisions to the document have not been issued since it was printed.

However, PWE will continue to post for skilled positions in job families with trainee positions in order to recruit employees who can meet the minimum qualifications without benefit of the training program.

Procedure

1. Upon completion of the training program and once an employee can meet the minimum qualifications for a position within the job family, a division may promote a Trainee without posting the position
2. The division may use a vacant position with the appropriate job title or, if none is available, may convert the Trainee position to the required classification.
3. It is the responsibility of the division to identify the position to be used and to ensure that all budgetary requirements and parameters are observed.
4. The division will verify the employee meets the minimum qualifications for the proposed classification, prepare a justification memorandum giving the rationale for the promotion, prepare any other necessary paper work including a position change form (if one is required), and forward to the Human Resources group supporting the Department of Public Works and Engineering.
5. The Human Resources group will verify the minimum qualifications, prepare and/or authorize the document(s) necessary to implement the promotion and forward the package for processing.

Compliance

It is the responsibility of the requesting division:

- To make certain that the promotion fits within the budgetary parameters of the division; and
- To make sure that all steps in the promotional process within its control comport with division, department, city and federal requirements.

Attachments

Attachments	Title
N/A	

Revision History

Rev.	Revision Date	Modified by	Description
01	03/13/17	DO/MSB	New Format/Minor Update