

.....
Specification for the Classes:

STUDENT INTERN (PROFESSIONAL) I & II
(STUDENT INTERN [PROF] I & II)

SERIES DEFINITION

Positions in these classes participate in a student internship program which offers practical work experience and training in various work assignments relative to the intern's area of study/career interest. Work assignments are commensurate with the intern's knowledge of principles and concepts required for entry level professional work.

CLASS DISTINCTIONS

Level I: Performs work assignments which provide the basic foundation for and introduction to principles and concepts required for entry level professional work.

Level II: Performs work assignments which provide increased knowledge of principles and concepts required for entry level professional work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

1. Attends orientation and training sessions.
2. Performs simple tasks and work assignments in the occupational specialty and receives formal and on-the-job training for the purpose of gaining knowledge and developing skill in the basic principles, concepts, and work processes fundamental to the professional work to be performed; the goals, objectives, philosophy, policies, procedures, rules and regulations pertinent to the program; and the application of work processes and techniques.
3. Analyzes problems, applies appropriate guides and standards, conducts fact-finding, draws sound conclusions and prepares written reports of findings and recommendations.
4. Assists higher level workers with assignments/projects according to defined objectives and methods.

COMPETENCIES REQUIRED: *(The competencies required to effectively perform the key duties of these classes are indicated in the following table.)*

COMPETENCIES
READING: Understand and interpret complex written material, including laws, rules, regulations and policies.
WRITING: Use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner; produce written information that is appropriate for the intended audience.
ORAL COMMUNICATION: Express information to individuals and groups effectively, taking into account the audience and nature of the information.
DECISION MAKING: Make sound, well-informed and objective decisions; perceive the impact and implications of decisions.
PROBLEM SOLVING: Identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations.
REASONING: Identify rules, principles or relationships that explain facts, data or other information; analyze information, make correct inferences and draw accurate conclusions.
INFORMATION MANAGEMENT: Identify a need for and gather information from appropriate sources; organize information to facilitate analysis and decision making.
INTERPERSONAL SKILLS: Deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact.
TECHNICAL COMPETENCE: Understand and apply principles, practices, methods and techniques pertinent to the occupational specialty and program area.
ORGANIZATIONAL AWARENESS: Understand and apply pertinent laws, rules, policies and procedures.

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement:

Level I: Junior standing and completion of two years of a curriculum leading to a bachelor's degree, in the field of study required for the authorized series/class of work, at an accredited college or university.

Level II: Senior standing and completion of three years of a curriculum leading to a bachelor's degree, in the field of study required for the authorized series/class of work, at an accredited college or university.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is the first specification for the new classes STUDENT INTERN (PROFESSIONAL) I and II (STUDENT INTERN [PROF] I & II).

DATE APPROVED: 3/14/08



for MARIE C. LADERTA
Director of Human Resources Development