

## **Trainee/Journey Reclassification**

---

---

### **Introduction to Trainee/Journey Reclassification**

Within the State of Iowa's classification system, there are a number of trainee-level job classes which are intended for employees who learn to perform their assigned work through the course of a defined minimum trainee period, before eventually becoming proficient enough to progress to the suitable journey-level job classification.

Following the required minimum time spent at the trainee level, an employee may be moved to the journey-level job class through the position reclassification process. Trainee/journey reclassifications are not automatic, and are based on proficiency and work performance.

Supervisors are responsible for reviewing the progress of the employee in the trainee class. If the employee's performance is not at the journey level within the minimum time required, the trainee period may be extended. However, under no circumstance can the period of time be shorter than the minimum time requirements on the journey-level job class description. These minimum time requirements vary by job class and are summarized below.

### **Processing Trainee/Journey Reclassifications**

Once the minimum trainee period has been met and the employee is performing at the journey level, the agency must prepare and submit an updated Position Description Questionnaire (PDQ) to facilitate the employee's reclassification from the trainee to the suitable journey-level job class. The effective date of the reclassification may be no earlier than the beginning of the first full pay period following the minimum trainee period.

### **Filling Vacancies in Trainee/Journey Classifications**

Supervisors have the discretion to fill vacancies at either the trainee or journey level; however, the position must first be correctly classified at the chosen level. An updated Position Description Questionnaire (PDQ) must be prepared and submitted to facilitate the position reclassification from the trainee to the journey level, or vice-versa.

## Trainee/Journey Reclassification

### Trainee/Journey Job Classes

Trainee/journey progression via reclassification are limited to the following job classes:

Trainee-level Job Class Title	Trainee Class Code	Journey-level Job Class Title	Journey Class Code	Minimum Time Required for Progression to Journey Level
Accountant/Auditor 1	00309	Accountant 2	00311	12 months
Accountant/Auditor 1	00309	Field Auditor	00327 90327	12 months
Administrative Law Judge 1	00790	Administrative Law Judge 2	00791	18 months
Attorney 1	00643 90643	Attorney 2	00644 90644	18 months
Attorney 1 or 2	00643 90643 00644 90644	Utility Attorney 1	00560 90560	24 months
Bridge Inspector 1	08133	Bridge Inspector 2 <i>*Also requires successful completion of requirements set forth by National Bridge Inspection Standards (NBIS)</i>	08137	18 months
Budget Analyst 1	00721	Budget Analyst 2	00722	18 months
Communications Center Specialist 1	04715	Communications Center Specialist 2 <i>*Also requires successful completion of Public Safety Communications Operator Certification program</i>	04717	12 months
Communication Technician 1	04735	Communication Technician 2	04736	18 months
Compliance Officer 1	00640	Compliance Officer 2	00641	18 months
Design Technician Associate	04370	Design Technician	04371	18 months
Engineering Office Assistant 1	04380	Engineering Office Assistant 2	04381	18 months
Emergency Management Specialist 1	04016	Emergency Management Specialist 2	04017	18 months
Gaming Representative 1	15052	Gaming Representative 2	15053	12 months
Information Technology Specialist 1	00118 90118	Information Technology Specialist 2	00119 90119	6 months
Insurance Examiner 1	00444	Insurance Examiner 2	00445	12 months
Investigator 1	00695	Investigator 2	00696	12 months

## Trainee/Journey Reclassification

Trainee-level Job Class Title	Trainee Class Code	Journey-level Job Class Title	Journey Class Code	Minimum Time Required for Progression to Journey Level
Management Analyst 1	00733 90733	Management Analyst 2	00734 90734	12 months
Mechanic Helper	08370	Mechanic	08375	18 months
Power Plant Engineer 1	08410	Power Plant Engineer 2	08415	6 months
Program Planner 1	04020	Program Planner 2	04022	18 months
Property Appraiser 1	00367	Property Appraiser 2	00368	18 months
Public Defender 1	00633	Public Defender 2	00634	18 months
Reproduction Equipment Operator 1	08525	Reproduction Equipment Operator 2	08526	18 months
Revenue Agent 1	00354	Revenue Agent 2	00355	12 months
Revenue Examiner 1	00350	Revenue Examiner 2	00351	12 months
Right of Way Agent 1	04110	Right of Way Agent 2	04111	18 months
Sign Fabricator 1	08346	Sign Fabricator 2	08347	12 months
Soil Conservation Technician 1	05465	Soil Conservation Technician 2	05466	18 months
Statistical Research Analyst 1	00743	Statistical Research Analyst 2	00744	18 months
Technical Tax Specialist 1	00360	Technical Tax Specialist 2	00361	18 months
Transportation Engineer Associate	04219 54219	Transportation Engineer <i>*Also requires licensure as a Professional Engineer</i>	04243	6 months
Transportation Planner 1	04049	Transportation Planner 2	04051	36 months
Utilities Regulation Engineer 1	00543	Utilities Regulation Engineer 2	00545	12 months
Utility Analyst 1	00528	Utility Analyst 2	00529	12 months
Water and Disposal Plant Operator 1	08405	Water and Disposal Plant Operator 2	08406	18 months

## Trainee/Journey Reclassification

### Trainee/Journey Progression within a Single Classification

The job classes listed below are single classifications that are considered comparable to the two-class trainee/journey concept. These classes have elongated pay grade ranges to reflect the full trainee-to-journey progression. There are no minimum time periods for progression through these pay grades, and employee pay increases within the range follow normal within-grade pay increase eligibility rules. Based on individual qualifications in excess of the minimum qualifications for the job class, management has the discretion to set the pay for new hires at any amount within the elongated pay grade range, subject to DAS-HRE approval. Minimum qualification requirements for these classes are based on trainee-level work.

Trainee/journey progression within a single classification are found within the following classes:

Job Class Title	Class Code	Pay Grade
Accountant 2	90311	26(-04)
Administrative Law Judge 2	90789	38(-03)
Budget Analyst 2	90722	26(-03)
Compliance Officer 2	90639	32(-03)
Fiscal and Policy Analyst	00720 90720	32(-05)
Human Resources Professional 1	00756	27(-03)
Program Planner 2	94022	26(-03)