

## **Trainee/Journey Reclassification**

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### **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 a Position Change Request (M-5) to have the employee's classification changed to the suitable journey-level job class. An updated PDQ must be prepared and submitted to facilitate the position reclassification from the trainee to the journey level.

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

Supervisors have the discretion to fill vacancies at either the trainee or journey level; however, the position must be correctly classified at the chosen level. An updated Position Description Questionnaire (PDQ) and a Position Change Request (M-5) 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              | 12 months  |
| Accountant/Auditor 1                    | 00309              | Revenue Auditor 2  | 00343              | 12 months  |
| Administrative Law Judge 1              | 00790              | Administrative Law Judge 2   | 00791              | 18 months  |
| Appellate Defender 1                    | 00630              | Appellate Defender 2   | 00631              | 18 months  |
| Attorney 1                              | 00643              | Attorney 2   | 00644              | 18 months  |
| Attorney 1                              | 00643              | Tax Attorney   | 00600              | 18 months  |
| Attorney 1/2                            | 00643              | Utility Attorney 1   | 00560              | 24 months  |
| Bridge Inspector 1                      | 08133              | Bridge Inspector 2<br><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<br><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  |
| Disaster Project Specialist 1           | 04016              | Disaster Project Specialist 2  | 04017              | 12 months  |
| Drug Abuse Counselor 1                  | 03251<br>83251     | Drug Abuse Counselor 2   | 03252<br>83252     | 12 months  |
| Gaming Representative 1                 | 15052              | Gaming Representative 2  | 15053              | 12 months  |
| Information Technology Specialist 1     | 00118<br>90118     | Information Technology Specialist 2  | 00119<br>90119     | 6 months   |
| Information Technology Support Worker 1 | 00114              | Information Technology Support Worker 2  | 00115              | 6 months   |

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| Trainee-level Job Class Title     | Trainee Class Code | Journey-level Job Class Title   | Journey Class Code | Minimum Time Required for Progression to Journey Level |
|-----------------------------------|--------------------|---|--------------------|--|
| Insurance Company Examiner        | 00444              | Insurance Company Examiner Senior   | 00445              | 12 months  |
| Investigator 1                    | 00695              | Investigator 2  | 00696              | 12 months  |
| Job Insurance Quality Auditor 1   | 00881              | Job Insurance Quality Auditor 2   | 00882              | 12 months  |
| Labor Market Research Economist 1 | 00870              | Labor Market Research Economist 2   | 00871              | 18 months  |
| Management Analyst 1              | 00733              | Management Analyst 2  | 00734              | 12 months  |
| Mechanic Helper                   | 08370              | Mechanic  | 08375              | 18 months  |
| Planning Aide 1                   | 04005              | Planning Aide 2   | 04006              | 12 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  |
| Psychologist 1                    | 03245<br>83245     | Psychologist 2  | 03246<br>83246     | 12 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<br>54219     | Transportation Engineer<br><i>*Also requires licensure as a Professional Engineer</i> | 04243              | 6 months   |
| Transportation Planner 1          | 04049              | Transportation Planner 2  | 04051              | 36 months  |

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| Trainee-level Job Class Title       | Trainee Class Code | Journey-level Job Class Title       | Journey Class Code | Minimum Time Required for Progression to Journey Level |
|-------------------------------------|--------------------|-------------------------------------|--------------------|--|
| 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  |
| Word Processor 1                    | 00060              | Word Processor 2                    | 00061              | 6 months   |

### 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. 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)   |
| Attorney 2                     | 90642      | 33(-04)   |
| Budget Analyst 2               | 90722      | 26(-03)   |
| Compliance Officer 2           | 90639      | 32(-03)   |
| Field Auditor                  | 90327      | 26(-04)   |
| Fiscal and Policy Analyst      | 00720      | 32(-05)   |
| Human Resources Professional 1 | 00756      | 27(-03)   |
| Program Planner 2              | 94022      | 26(-03)   |