

BRIDGE JOBS IN NEW YORK STATE AGENCIES

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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Computer Trainee	Gr. 12	3 Mos. as Gr. 3 or Higher To take exam	1 Yr. at Gr. 12 Then move to Gr. 14 (No Exam)		
Administrative Aide	Gr. 11	6 Mos. as Gr. 6 or Higher To take Exam	2 Yrs. at Gr. 11 Then eligible for oral prom. exam. Can move into Gr. 13- - Gr. 18		
Research	Gr. 18	1 Yr. as: Head Stat. Clk. Prin. Acct. Clk. Prin. Audit Clk. Head Acct. Clk. Head Clk. Head Clk. - Parenthetical	Gr. 23 - Research Titles to Gr. 27 Research Titles		
Economist	Gr. 18	1 Yr. in above titles and B.A. including or plus 24 credit hrs. in Economics	Gr. 23 - Research Titles to Gr. 27 Research Titles		
		(Are Not Eligible Until "A" List is exhausted).			

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Admin. Aide (Personnel)	Gr. 11	(See State Wide Titles)		1 Approved	

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Sr. Computer Programmer	Gr. 13	G-7 - With Comp. Prog. Credits	G-13 to E.D.P. G-31	3	

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Admin. Aide		(See State Wide Titles)		3	
<u>REQUESTED</u>					
Non-Competitive PCT for 2 college degreed people at Gr-11.					

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Admin. Aide	Gr. 11	(See State Wide Titles)		1	

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Travel Info. Aide	Gr. 10	Grade 3 or above	Travel Promotion Aide Gr. 14 to Sr. Travel Promotion Aide Gr. 18	4	
<u>PROPOSED</u>					
Commerce Devel. Aide	Gr. 14	Working out qualification Won't require college degree	Certain time at Gr.14 Will allow you to take Gr. 14 exam as Junior Business Consultant. From there can have either experience or college and move with exams to Grade 22		

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Administrative Aide	Gr. 11	(See State Wide Titles)		4	
Proposed Career Ladder Program for Clerical Employees		Gr. 4 DMT, Gr. 4 Telephone Operator Grade 32 + Superintendent			



Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Youth Coun. Trainee Asst.	Gr. 12	H.S. Diploma + 3 Yrs. in counseling and care of delinquent youths 19 yrs. old and younger - 30 college credits may be substituted for 1 yr. experience			
Admin. Trainee Asst.	Gr. 12	H.S. Diploma + 3 yrs. of Business or Gov. Experience + Oral Exam.	Admin. Trainee I after one year		

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Voc. Rehab. Counselor Assistants	Gr. 12	1 Yr. Work Experience in related field and A.A. Degree	B.A. + 3 Yrs. Experience in Voc. Rehab. Counselling Gr. 19 (Exam)	3 (1 additional requested)	

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Analysis Ass't.	Gr. 11	1 Yr. Gr. 8 or Higher in a Technical Position	Sr. Env. Analyst - 1 Yr. Gr. 14 Assoc. - 1 Yr. Gr. 18 Prin. - 1 Yr. Gr. 23 Chief - 2 Yrs. Gr. 25	10	
Env. Ana. Asst.	Gr. 11				
Land Surv. Tr. I	Gr. 8	Assoc. Degree or 2 Yrs. Experience	Trainee II - Gr. 9 Asst. I - Gr. 10 Asst. II - Gr. 12 Asst. III - Gr. 14 Land Surv. - Gr. 19 Sr. Land. - Gr. 23	7	
Enge. Aide	Gr. 5	A.S. Diploma or Work Experience Equal to 4 Yrs. High School	2 Yrs. Take Exam Move to Gr. 8 Eng. Tech.	3	
Env. Quality Technician	Gr. 8	H.S. Diploma + 2 Yrs. Eng. Tech. Work	1 Yr. Take Exam & move to Gr. 11 Sr. Eng. Tech. Gr. 15 Prin. Eng. Tech.	34	
Sen. Eng. Tech. (Plain)	Gr. 11	6 Mos. Eng. or Drafting Gr. 8 or Perm. Non-Comp. Service as Elec. Tech.	Prin. Eng. Tech. Gr. 15	10	



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Sen. Eng. Tech. (Air Poll.)	Gr. 11	6 Mos. Eng. or Drafting Gr. 8 or Perm. Non-Comp. Service as Elec. Tech.	Prin. Eng. Tech. Gr. 15	29	
Sen. Eng. Tech. (Stack Testing)	Gr. 11	Eng. or Draft. Tech. Gr. 8 or Higher	Prin. Eng. Tech. (Stack) Gr. 16	13	
Sen. Eng. Tech. (Solid Waste)	Gr. 11	6 Mos. in Gr. 8 or Higher	Prin. Eng. Tech. (Waste) Gr. 15 - 6 Mos. in Gr. 11 or Higher	8	
Sen. Eng. Tech. (Water Poll.)	Gr. 11	6 Mos. in Gr. 8 or Higher	Prin. Eng. Tech. (Water) Gr. 15 - 6 Mos. in Gr. 11 or Higher	24	
Prin. Eng. Tech. (Conservation)	Gr. 15	Eng. or Tech. Position Gr. 11 or Higher	Assoc. Civil Eng. Gr. 27	4	
Sen. Draft Tech. (Structural)	Gr. 11	Eng. Pos.: Gr. 8 or Higher	Prin. Draft Tech. (Struc.) Gr. 15	4	
Sen. Draft Tech. (General)	Gr. 11	Draft or Eng. Pos. Gr. 8 or Higher	Prin. Draft Tech. (Gen.) Gr. 15	4	

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Comp. Prog. Trainee	Gr. 12	(See State Wide Titles)		0	
Admins. Aide.	Gr. 11	(See State Wide Titles)		24 Passed Exam - 1 Job Provisionally Appointed	
				1	

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
N O N E					

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Drafting Asst. Trainee	Gr. 5	Gr. 3	Can go to Gr. 19 Without Arch. License		5 Minorities passed and were appointed
Administrative Aide	Gr. 11	(See State Wide Titles)		3	
Facilities Management Assistant	Gr. 14	Gr. 9	Gr. 16, Gr. 18, 23 N.C.P. Building Manager Titles	2	
<u>SPECIAL</u>					
Advancement Paths for Women - Training Program					Assertiveness Management Ski Life & Career Develop. Plann
Clerical Review For Exams		Gr. 3, Gr. 9		70 Women	2 Hr. Training Classes For Taking Sen. Clerical Exams
Empire State College on Site Project				20	20 Full-Time People Trained Working for a B.A. Degree

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
NONE					



Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Unemployment Ins. Accounts Examiner	Gr. 11	<p>1 Yr. as Acct. Clk. Sen. Clk. (Pay Roll) Sen. Clk. (Purchase) Sen. Acct. Clk. Plus 6 Semester Hours in Accounting.</p> <p style="text-align: center;">OR</p> <p>1 Yr. in Clerical or Steno Position Gr. 3 or Higher Plus 60 Credit Hours or Assoc. Degree Which must include 6 Hrs. in Accounting.</p> <p style="text-align: center;">OR</p> <p>1 Yr. in Clerical or Steno Position in Gr. 3 or Higher + Grad. From 2 Yr. Accredited Business School (N.Y.) Which Includes one Yr. in Ac- counting.</p>	<p>Sen. - Gr. 15</p> <p>Unemp. Ins. Acct. Asst. Gr. 20</p> <p>Unemployment Ins. Acct. Super. Gr. 25</p>	N.A.	

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Comp. Prog. Analyst Apprenticeship	Gr. 11	Gr. 3 or Above (6 Mos.) Take Exam	Gr. 11 for 6 Mos. Gr. 13 for 1 Yr. Gr. 14 for 1 Yr. Gr. 18		
<u>PROPOSED</u>					
Claims Examiner	Gr. 14	Gr. 5 & 6--- 3 Yrs. + 60 Crd. Gr. 7, 8, 9---2 Yrs. +30 Crd. Gr. 10, 11, 12 ---- 1 Yr.	All the way to Gr. 35	600 Expected to Take Test.	
		OR			
		Any Grade With 1 Yr. & B.S. or B.A. Promotional PCT Exam to Gr. 14			
Employment Interviewer	Gr. 14	" "	All the way to Gr. 35		

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
NONE					
<u>SPECIAL PROGRAM</u>					
Para-Legal Training Program		Employed as Clerk or Steno		30	Participants are Trained in Legal Documents and Procedure, by Judges and Law Clerks who volunteer their time



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Adm. Aide (Parenthetic Personnel)	Gr. 11	(See State Wide Titles)		1 In each unit	
Mental Hygiene Therapy Aide Trainee	Gr. 7	G - Open Competitive	1 Yr. - Go to G-9 Therapy Aide	N.A.	

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Computer Trainee	Gr. 14	(See State Wide Titles)			
Admin. Aide	Gr. 11	(See State Wide Titles)			
M.V. Program Manager	Gr. 14	Gr. 6 or Higher	Gr. 14 Move to 20 - 23 Gr. 20 Move to 24 - 27 Gr. 24 Move to 28 - 30	N.A.	
M.V. License Examiner	Gr. 12	Gr. 7 and Up	Gr. 15 - Sr. Exam. Gr. 18 - Prin. Exam. Gr. 21 - Head. Exam.	N.A.	
M.V. Cashier	Gr. 9.	3 Mos. at Gr. 3	Gr. 9 is the Limit	N.A.	
M.V. Consumer Services I	Gr. 9	1 Yr. Gr. 3 or Higher	Gr. 12 Rep. II Gr. 15 Rep. III	N.A.	
Driver Improv. Adjudicator	Gr. 9	1 Yr. Gr. 3 or Higher	Super. - Gr. 12 Head - Gr. 16 Chief - Gr. 21	N.A.	

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Administrative Aide		(See State Wide Title)			
Park Maint. Superintendent 1	Gr. 9	3 Yr. Full-Time Exp. in the construction, operation, and/or maintenance of a Public Park. Gr. 6 or Higher	Park Maint. Super. II Gr. 14	N.A.	
Park Super-intendent D	Gr. 12	" "	Park Super. C - Gr.15 Park Super. B - Gr.17	N.A.	



Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Telephone Inspector Trainee	G-8	Gr. 3 or Above	1 Yr. at Grade 8 Automatic Promotion to Gr. 10 2 Yrs. Gr. 10 Promotion to Grade 12	Just Beginning	
Gas Inspector Trainee	G-8	Gr. 3 or Above	1 Yr. Gr. 8 - Gr. 10 1 Yr. Gr. 10 - Gr. 12	Just Beginning	
Electric Inspector Trainee			Peak at Gr. 23	Just Beginning	



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Comp. Programmer Trainee	Gr. 14	(See State Wide Titles)		14	
Administrative Aide	Gr. 11	(See State Wide Titles)		2	
<u>SPECIAL PROGRAMS</u>					
Telecourses				Tues. 2:30	College Courses may be viewed on T.V. during work hours and also Sat.
<u>PROPOSED PROGRAM</u>					
Program Aide	Gr. 12	Open to Clerical Personnel	2 Yr. Training - Oral Exam - Go to Social Service Ass't. Trainee or Social Ser- vice Management Trainee G-14 Sr. G-18 Assoc. G-23 Prin. G-27 Chief G-31		



Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
License Inspector	11	Grade 3 and up	Investigator 1 G-14 " 2 G-18 3 G-21 4 G-23 Asst. Dir. G-25 Dir. G-29	Recently initiated	



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<u>SPECIAL PROGRAM</u>					
Cleaners		Must be cleaner or building service aide			<p>To motivate women cleaners to apply for Maint. position</p> <p>14 - 2 hr. session training on: Floor Stripping Using Automatic Equip. Economics in use of material Maint. Repairs Supervision Etc.</p>



Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Tax Trainee I	GR. 10	Gr. 3 Clerk - With 12 Credit Hrs. in Accounting	2 Yrs. at Gr. 10 Tax Trainee II Gr. 12 Can go as far as Director of Audit		



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Senior Personnel Administrator Trainee (Administrative Aide)	13	Grade 7 and above	After 2 years at Gr.13 Automatically move to Grade 18. Top of Ladder is Grade 23		
Training Technician Trainee (Administrative Aide)	Gr.13	Grade 7 & above	After 2 years at Gr.13 Automatically move to Grade 18. Top of Ladder is Grade 23		

CIVIL SERVICE LIST OF AGENCIES HAVING BRIDGE JOBSCOMPUTER PROGRAMMER TRAINEE

Office of General Services
 Division For Youth
 Criminal Justice Service
 Audit & Control
 Correc. Serv. Main Office
 Education - Main Office
 Teacher's Retirement System
 Ed. Voc. Rehabilitation
 Health - Main Office
 Labor
 Social Service
 Tax & Finance
 Commerce
 Dept. of Motor Vehicles

(PARENTHETICAL)

Budget
 Office of General Services
 Division For Youth
 Dept. of State
 M.R.D.D.
 D.S.A.S.

ADMINISTRATIVE AIDE. (PERSONNEL)

Office of General Services
 Agriculture & Markets
 Correct. Serv. Main Office
 Higher Education
 Social Service
 State Department
 Park & Recreation
 Mental Hygiene
 Alcohol Sub. Comm.

ADMIN. AIDE (GENERAL)

Office of General Services
 Criminal Justice Service
 Audit & Control
 Civil Service
 Environmental Conservation
 Corrections
 Social Services
 Dept. of State
 Tax & Finance
 Dept. of Motor Vehicle
 Teacher's Retirement System (Rochester)
 Mental Health - Main Office (Broome Co.)
 D.A.A.D. - Main Office
 Drug Sub. Comm. (1)