BRIDGE JOBS IN NEW YORK STATE AGENCIES

October 1978

Prepared by:



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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	l Yr. as: Head Stat. Clk. Prin. Acct. Clk. Prin. Audit Clk. Head Acct. Clk. Head Clk. Head Clk.	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 (Are Not Eligible Until "A" List is exhausted).	Gr. 23 - Research Titles to Gr. 27 Research Titles		
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itle of Bridge job	Grade	Requirement	s for entry	P	romo steps	n (mak) ye didi. Carabanan n	Trainees	Comments
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r. Computer Programmer	Gr. 13	G-7 - With Com Credits	p. Prog.	G-13 to G-31	o E.D.P.	accidence in colorane manage vibricale	3	
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
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Admin. Aide		(See State Wide Titles)		3	
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
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Admin. Aide	Gr. 11	(See State Wide Titles)		1	
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Dirage job		,			
Travel Info. Aide	Gr. 10	Grade 3 or above	Travel Promotion Aide Gr. 14 to Sr. Travel Promotion Aid	4 le	
•			Gr. 18		
PROPOSED			-		
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		
	NTER' FC IMEN IN ERNMEN	PR .			

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Administrative Aide	Gr. 11	(See State Wide Titles)		4	
Proposed Career Ladder Program for		Gr. 4 DMT, Gr. 4 Tele- phone Operator			
Clerical Em- ployees		Grade 32 + Superintendent			
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				CONTRACTOR	
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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 de- linquent 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		
	INTER FO DIVIEN IN EDNIN MEN	DR 1			

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
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)	
	' NTER FC MEN IN ERNMEN)R			

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

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
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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	
SPECIAL	_				
Advancement Paths for Women - Traini Program	ng				Assertiveness Management Ski Life & Career Develop. Plann:
Clerical Revie For Exams	W	Gr. 3, Gr. 9		70 Women	2 Hr. Training Classes For Taking Sen. Clerical Exams
Empire State College on Sit Project	e			20	20 Full-Time People Trained Working for a B.A. Degree
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itle of ridge job	Grade	Requirement	ts for entry	Prom	o steps	Trainees	Comments
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NONE							
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Unemployment Ins. Accounts Examiner	Gr. 11	1 Yr. as Acct. Clk. Sen. Clk. (Pay Roll) Sen. Clk. (Purchase) Sen. Acct. Clk. Plus 6 Semester Hours in Accounting. OR 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 OR 1 Yr. in Clerical or Steno Position in Gr. 3 or Higher + Grad. From 2 Yr. Accredite Business School (N.Y.) Which Includes one Yr. in Accounting.	ď	N.A.	
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
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	·	
PROPOSED					
Claims Examiner	Gr. 14	Gr. 5 & 6 3 Yrs. + 60 Cr Gr. 7, 8, 92 Yrs. +30 Cr Gr. 10, 11, 12 1 Yr.	d. All the way to Gr. 35	600 Expected to Take Test	
		OR			
Employment Interviewer	Gr. 14	E 9 8 T	All the way to Gr. 35		
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
NONE					
SPECIAL PROGRA	™				
Para-Legal Training Program		Employed as Clerk or Steno	· ·	30	Participants ar Trained in Lega Documents and Procedure, by
					Judges and Law Clerks who voluteer their time
				Wilder Co.	
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
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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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Computer Trainee	Gr. 14	(See State Wide Titles)			
Admin. Aide	Gr. 11	(See State Wide Titles)			
1.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.	
f.V. License Examiner	Gr. 12	Gr. 7 and Up	Gr. 15 - Sr. Exam. Gr. 18 - Prin. Exam. Gr. 21 - Head. Exam.	N.A.	
1.V. Cashier	Gr. 9.	3 Mos. at Gr. 3	Gr. 9 is the Limit	N.A.	
f.V. Consumer Services I	Gr. 9	1 Yr. Gr. 3 or Higher	Gr. 12 Rep. II Gr. 15 Rep. III	N.A.	
river Improv. djudicator	Gr. 9	1 Yr. Gr. 3 or Higher	Super Gr. 12 Head - Gr. 16 Chief - Gr. 21	N.A.	

Grade	Requirements for entry	Promo steps	Trainees	Comments
	(See State Wide Title)			
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.	
Gr. 12	**	Park Super. C - Gr.15 Park Super. B - Gr.17	N.A.	
			·	
		PROPERTY AND		
	Gr. 9	(See State Wide Title) Gr. 9 3 Yr. Full-Time Exp. in the construction, operation, and or maintenance of a Public Park. Gr. 6 or Higher	(See State Wide Title) Gr. 9 3 Yr. Full-Time Exp. in the construction, operation, and or maintenance of a Public Park. Gr. 6 or Higher Gr. 12 " Park Super. C - Gr. 15	(See State Wide Title) Gr. 9 3 Yr. Full-Time Exp. in the construction, operation, and or maintenance of a Public Park. Gr. 6 or Higher Gr. 12 " Park Super. C - Gr. 15 N.A.

Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Telephone In- spector 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 Beginnin	
Gas Inspector Trainee	G-8	Gr. 3 or Above	1 Yr. Gr. 8 - Gr. 10 1 Yr. Gr. 10 - Gr. 12	Just Beginnin	8
Electric In- spector Trainee			Peak at Gr. 23	Just Beginnin	g
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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
Comp. Program- mer Trainee	Gr. 14	(See State Wide Titles)		14	
Administrative Aide	Gr. 11	(See State Wide Titles)		2	
	The state of the s			,	
SPECIAL PROGRA	MS				
Telecourses				Tues. 2:30	College Courses may be viewed on T.V. during workhours and also Sat.
PROPOSED PROGE	AM	·			
Program Aide	Gr. 12	Open to Clerical Personnel	Oral Exam - Go to Social Service Ass't. Trainee or Social Ser- vice Management Trainee G-14		
CE WC GOV	INTER FO IMEN IN ERNIMEN		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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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comments
SPECIAL PROGRA	<u>M</u>				
Cleaners .		Must be cleaner or building service aide			To motivate wome cleaners to appl for Maint. posit
					14 - 2 hr. sessi training on: Floor Stripping Using Automatic Equip. Economics in usi material
					Maint. Repairs Supervision Etc.
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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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Title of Bridge job	Grade	Requirements for entry	Promo steps	Trainees	Comment
Senior Per- sonnel Ad- ministrator Trainee (Administrativ Aide)	13 e	Grade 7 and above	After 2 years at Gr.13 Automatically move to Grade 18. Top of Ladder is Grade 23		
Training Technician Trainee (Adminis- trative Aide)	Gr.13	Grade 7 & above	After 2 years at Gr.13 Automatically move to Grade 18. Top of Ladder is Grade 23		
V GOV	NTER FO IMEN IN ERNMEN	OR I			

CIVIL SERVICE LIST OF AGENCIES HAVING BRIDGE JOBS

COMPUTER 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

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.

(PARENTHETICAL)

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

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)