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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-223

Date: December 18, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: Model Caseworker Traineeship

ATTACHMENTS: Caseworker Traineeship (available on-line)

The Office of Human Resources Management (OHRM), in conjunction with the Office of Human Resources Development and with assistance from Dutchess, Tompkins and Rensselaer County Social Services staff, has developed the attached conceptual model for establishing a formal one year traineeship for entry level Caseworker or equivalent titles.

Implementation, as intended in the model, is likely to have associated cost factors which, in many districts, may prohibit establishing the traineeship under the current fiscal environment. Although we realize that this is not the opportune time for such an initiative, we suggest that the Caseworker Traineeship be considered for future use.

Due to variations in local civil service policies and procedures, and limited experience with the use of traineeships in some localities, technical advice and assistance is available through OHRM [(518) 474-9289] to individual districts interested in establishing a Caseworker Traineeship or exploring future possibilities. OHRM staff is also available to discuss the attached material further, answer questions and suggest model modifications that can be made to best suit particular local administrative processes and operational requirements.

Nelson M. Weinstock
Deputy Commissioner
Division of Administration