

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PUBLIC ADMINISTRATION INTERN

POSITION CODE: 35700

Effective: 09-01-07

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions in an administrative capacity reporting to a major program official in an agency sponsored trainee program, for a period of not less than 12 months to a maximum of 24 months; receives assignments designed to develop knowledge, understanding and practical skills in public administration or directly related discipline; receives assignments either in a general administrative area or in a specific phase of an agency's operation; assumes role in some administrative capacity as assignments become more difficult. At the agency's request, the training program may be shortened to a period less than 12 months, if approved in writing by the Director of Central Management Services.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As an intern in the Governor's Fellowship Program, participates in an agency sponsored trainee program for a period of from 12 to 24 months, receives orientation for approximately 1 month in Central Management Services, in-service and on-the-job training for a period of 3-4 months in each of the following agencies; Governor's Legislative Liaison Office, Bureau of the Budget, and an agency of the participant's choice, in either a general administrative area or in a specific phase of an agency's operation.
2. As a participant in an agency Public Administration Intern Program, participates in an agency sponsored trainee program for a period not less than 12 months, and up to 24 months; receives orientation, in-service and on-the-job training designed to provide general knowledge of programs, service philosophies and objectives of the agency as well as working knowledge of professional career disciplines related to public administration.
3. Receives assignments on a continuing basis in order to develop working skills; receives advice from supervisory personnel in problem areas.

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4. Applies knowledges learned, both from the academic and work environment, in order to successfully complete projects on the assigned area of operation.
5. Participates in agency staff meetings, conferences and other activities which will provide meaningful learning experiences.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with major coursework in public administration, business administration, political science or a related field, the degree must have been obtained no earlier than 18 months prior to submitting an application for the class, unless waived in writing by the Director of Central Management Services.

Requires experience with the application of public administration tenets such as might have been obtained in collegiate organizations, volunteer participation or by employment.

Knowledges, Skills and Abilities

Requires ability to prepare written and oral reports.

Requires ability to successfully apply learned knowledges and techniques to working environment.

Requires ability to profit from training received in the designated area of state government.

Requires ability to establish and maintain effective working relationships with agency personnel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.