

WASHINGTON STATE DEPARTMENT OF PERSONNEL

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Specification for Classes of

MANAGEMENT INTERN 1 & 2

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: Trains for and participates in the managerial and major staff functions of a State agency.

Distinguishing Characteristics: Positions allocated to this series are designed to provide systematic accelerated exposure to a variety of managerial responsibilities in conjunction with a structured training program meeting the criteria established by the Department of Personnel. Incumbents will be rotated among, not less than, three separate areas of activity within a department or between departments at both levels, 1 and 2. Appointment within this series is limited to 18 months at each level.

Typical Work

Management Intern 1

Serves as an assistant to a principal staff officer, major unit head, or division head;

Participates in planned training assignments that will enhance the knowledge of agency activity and procedures;

Participates in fact-finding and analytical processes necessary to decision making;

Assumes some responsibilities for routine managerial problems confronting the agency;

May exercise limited supervision while concurrently engaged in required training program;

Is independently responsible for routine problems and their solution under general supervision;

Participates in mid-management policy making meetings and conferences;

MANAGEMENT INTERN 1, 2

11960

11970

Works with governmental officials, civic and community leaders, and members of the public;

Prepares data summaries, narrative reports, and correspondence related to assignment area;

Either individually or as a team member is assigned responsibility for significant tasks clearly related to managerial involvement;

Performs other duties as required.

#### Management Intern 2

Performs the functions described for Management Intern 1 at the next higher organizational level;

As a principal assistant to an agency major division head or higher, has assigned responsibility for significant segment of the total agency function;

Exercises responsibility and is held accountable for a staff or unit function on an ongoing basis or by a major task assignment;

Makes managerial determinations and decisions, issues directives or otherwise implements adopted courses of action within the scope of delegated authority without prior review;

Participates in agency top-management policy making activities;

Performs other duties as required.

#### Knowledge and Abilities

Knowledge of: governmental organization, relationships and structures, major governmental programs and areas of social concern; principles of public administration; managerial problem solving and supervisory techniques.

Ability to: readily learn and apply administrative and management principles to State governmental activities; meet and effectively communicate with various public and private officials and members of the public; analyze and evaluate situations, draw logical conclusions and formulate sound solutions.

#### Minimum Qualifications

MANAGEMENT INTERN 1, 2

11960

11970

Management Intern 1

A Master's degree.

Management Intern 2

A Master's degree and one year of experience as a Management Intern 1.

OR

Successful completion of an Executive Fellowship Program.

Note: "Successful completion" of an Executive Fellowship occurs when the Governor's Internship Program Manager has received, signed, and dated evaluation forms from the Fellow's supervisor indicating that the project originally agreed upon has been satisfactorily accomplished (one to two years). Executive Fellows are eligible to apply for placement on the MI 2 register up to 3 months prior to completion of their fellowship but their names will not be referred until completion of the program.

New series: 4-1-69

Revised minimum qualifications: 11-24-75

Revised minimum qualifications, title change (2 level retitled to the 1 level; 3 level retitled to the 2 level): 4-15-77

Revised minimum qualifications for the Management Intern 2: 6-15-

90