



## ***JOURNEY TO SUCCESS***

**Documentation of Job-Related Tasks for CSEA-Represented  
NYS Employees in the  
OSU Bargaining Unit**



## About this Booklet

This booklet was created by the NYS & CSEA Partnership for Education and Training (Partnership) for Operational Services Unit (OSU) employees to document experience and training that can be used when applying for promotions. Article 45 of the New York State - CSEA contract outlines the use of such documentation in the promotions process for non-competitive employees. This booklet is a tool to be used by employees on an ongoing basis to keep accurate records of on-the-job experience and training.

### Journal for:

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

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## ***About the NYS & CSEA Partnership for Education and Training***

Through labor-management cooperation, the NYS & CSEA Partnership for Education and Training provides programs and services for NYS employees and agencies that promote:

- Increased career mobility, workplace safety and health, and job satisfaction;
- A highly skilled, motivated, and productive workforce committed to excellence in public service; and
- Effective labor-management relationships between State and CSEA representatives.

## ***Advisement Services***

Partnership advisors are available toll free for individual, confidential advisement in the areas of educational planning, alternative approaches to further education, and educational financing. Advisors can assist with using this booklet and helping with preparing for interviews. You can reach Partnership advisors at 800-253-4332 (press Option 2) or for employees located in the Capital Region, call 518-486-7814.

### **NYS & CSEA Partnership for Education and Training**

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[www.nyscseapartnership.org](http://www.nyscseapartnership.org)

Below are links to sources for job vacancies:

Career Mobility Office: [www.careermobilityoffice.cs.ny.us/cmo](http://www.careermobilityoffice.cs.ny.us/cmo)  
NYS Department of Civil Service: [www.cs.state.ny.us](http://www.cs.state.ny.us)  
NYS Department of Labor: [www.labor.ny.gov](http://www.labor.ny.gov)  
Governor's Office of Employee Relations: [www.statejobsny.com](http://www.statejobsny.com)

(Rev. 5/2011)