JOURNEY TO SUCCESS

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

NYS & CSEA Partnership for Education and Training

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: _____

Table of Contents

Trades 1

- ***Carpentry*** 1
- ***Cleaning*** 3
- ***Electrical*** 5
- ***Grounds Maintenance*** 7
- ***Key/Locksmithing*** 9
- ***Masonry*** 11
- ***Mechanical/Welding*** 13
- ***Painting*** 15
- ***Plumbing*** 17
- ***Other*** 19

Training 20

- ***Mandatory Training*** 20
- ***Safety and Health Training*** 21
- ***Skilled Trades Training*** 22
- ***Other*** 23

Certifications 24

Dates of Employment 25

Notes 26

About the NYS & CSEA Partnership for Education and Training 28

- ***Advisement Services*** 28

Trades

Carpentry

Example of task performed: Installation of finished trim around door or window openings.

Date	***Task Performed***	***Supervisor***

Carpentry

Date	***Task Performed***	***Supervisor***

Cleaning

Examples of tasks performed: Stripped and polished floors, cleaned kitchens and lavatories, replaced light bulbs using such equipment as ladders or scaffolding.

Date	***Task Performed***	***Supervisor***

Cleaning

Date	***Task Performed***	***Supervisor***

Electrical

Example of tasks performed: Replaced overhead light fixture in an office, turned off power source, removed old fixture, repaired or replaced defective parts, installed and tested new fixture.

Date	***Task Performed***	***Supervisor***

Electrical

Date	***Task Performed***	***Supervisor***

Grounds Maintenance

Examples of tasks performed: Removal of snow using snow blowers, mowed lawns.

Date	***Task Performed***	***Supervisor***

Grounds Maintenance

Date	***Task Performed***	***Supervisor***

Key/Locksmithing

Example of tasks performed: Replaced doorknob/lock to mechanical room, removed old lockset, repaired door as needed to accept new doorknob/lockset, installed new item, tested keys and new lockset to ensure they work.

Date	***Task Performed***	***Supervisor***

Key/Locksmithing

Date	***Task Performed***	***Supervisor***

Masonry

Example of tasks performed: Replaced a section of sidewalk, roped off area, removed broken concrete, cleaned and graded area for new concrete, measured area for amount of concrete needed, poured new concrete, graded and leveled area.

Date	***Task Performed***	***Supervisor***

Masonry

Date	***Task Performed***	***Supervisor***

Mechanical/Welding

Example of tasks performed: Repaired a damaged hanger or brace in the mechanical room, removed old or damaged sections, and installed new section by either welding or other means.

Date	***Task Performed***	***Supervisor***

Mechanical/Welding

Date	***Task Performed***	***Supervisor***

Painting

Example of tasks performed: Prepared area to be painted, repaired holes, cracks, and broken wood, removed loose paint, primed areas to be painted, and cleaned area when finished.

Date	***Task Performed***	***Supervisor***

Painting

Date	***Task Performed***	***Supervisor***

Plumbing

Example of tasks performed: Replaced faucets in various locations, turned off feed water, drained lines, disconnected old faucets, installed and tested new installation.

Date	***Task Performed***	***Supervisor***

Plumbing

Date	***Task Performed***	***Supervisor***

Other

Date	***Task Performed***	***Supervisor***

Training

Mandatory Training

Date	***Type of Training***

Safety and Health Training

Date ***Type of Training***

Skilled Trades Training

Date ***Type of Training***

Other

Date ***Type of Training***

Certifications

Date	***Type of Certification***	***Exp. Date***

Dates of Employment

Date	***Employer***	***Supervisor/Phone No.***

Notes

Notes

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.

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Below are links to sources for job vacancies:

Career Mobility Office: www.careermobililtyoffice.cs.ny.us/cmo
NYS Department of Civil Service: www.cs.state.ny.us
NYS Department of Labor: www.labor.ny.gov
Governor's Office of Employee Relations: www.statejobsny.com

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