

## **YOUTH APPRENTICE**

### **Duties and responsibilities**

Under continuing guidance and supervision, apprentices receive training in various tasks in City service including the following areas: Food Services; Education; Finance/Accounting/Procurement; Human Resources; Information Technology; Health & Mental Hygiene Services; Media Arts; Project Management; and Sustainability and Energy Conservation. Apprentices within this class of positions will have an up to six-year tenure. All personnel perform related work.

### **Examples of Typical Tasks**

#### **Food Services**

Apprentices with food services related roles support the culinary, preparation and sanitation needs of various NYC agencies.

Apprentices are trained in and perform work related to food preparation, food issuing, ordering supplies, scheduling and food sanitation.

#### **Education Assistant**

Apprentices with education assistant roles support the planning and development of programs in the City School District of New York.

Apprentices are trained in and perform work related to portfolio planning, educational grants/funding, student enrollment, assessment and accountability, program evaluation, policy research, youth development, special education, early childhood education, gifted and talented education, education related social services, career and occupational education, college and career readiness, health, wellness, immunization, diagnostic and treatment services for parents and children, and liaison services with appropriate community agencies to assist pupils in adjusting to the school environment.

#### **Finance/Accounting/Procurement**

Apprentices with finance, accounting, or procurement roles support the financial and project planning needs of various NYC agencies.

Apprentices are trained in and perform work related to project management; data analysis, interpretation, and communication; research; office administration; and basic accounting. Receive training in data analysis, accounting, and business skills.

**YOUTH APPRENTICE** (continued)

**Examples of Typical Tasks** (continued)

**Human Resources**

Apprentices with human resources roles support the human resources needs of various NYC agencies.

Apprentices are trained in and perform work related to talent acquisition; employee onboarding and documentation; employee development and training; talent engagement and retention; and human resources information systems. Receive training in human resource management and business skills.

**Information Technology**

Apprentices with information technology roles support the technology needs of NYC agencies.

Apprentices are trained in and perform work related to computer technical support, IT quality assurance audits and software testing, IT project management, IT security, and software development. Receive training in topics such as: business management, project management, customer service, system analysis, technical writing, computer and network operations, and technical support communications.

**Health & Mental Hygiene Services**

Apprentices with health and mental hygiene roles support a variety of priorities related to healthcare services and public health programming for agencies in New York City.

Apprentices are trained in and perform work related to safety protocols, patient care, administrative procedures and laboratory practices. Receive training in safety, health and the workplace; anatomy and physiology; clinical testing; and medical terminology.

**Media Arts**

Apprentices with media and graphic design roles support media and graphic design work in New York City agencies.

Apprentices are trained in and perform work related to graphic design, digital media production, media arts, video, web design, and social media. Receive training in public speaking; business communications; business ethics; oral and written communication skills; independent and collaborative working; project management; customer service; complex problem solving; active listening; computer graphics; graphic design software; web design; typography, and layout.

**YOUTH APPRENTICE** (continued)

**Examples of Typical Tasks** (continued)

**Project Management**

Apprentices with project management roles support City project management work, including project scope, schedule, resources, cost, and quality assurance.

Apprentices are trained in and perform work related to initiating, planning, executing, controlling, and closing out projects. Receive training in project management components, project administration and management fundamentals; effective communications; advanced project management; team and supervisor communication skills; and customer and personal service fundamentals.

**Sustainability and Energy Conservation**

Apprentices with energy management and sustainability roles support environmental sustainability, emissions reductions, and energy conservation work.

Subject matter may include the planning and implementation of sustainable design; setting social, economic, and environmental objectives; preparing for climate change, and reducing environmental impacts. Apprentices are trained in and perform work related to energy audits, research on sustainability and energy conservation issues, the development of energy generation or conservation projects, data analysis, the creation of tools and guidelines, conducting workshops and presentations, and coordinating with internal and external entities.

**Qualifications Requirements**

Fulfillment of all minimum requirements for age prescribed by the New York State Department of Labor for Registered Apprenticeships

**Direct Lines of Promotion**

None. This class of positions is classified in the Non-Competitive class.

**Notes:**

Appointees to Youth Apprentice will enter an apprenticeship program of varying length depending on program track. During the apprenticeship they will be trained in and perform the typical tasks in the assignments described above. This title has a maximum tenure of six-years. Upon satisfactory completion of the apprenticeship program, Youth Apprentices in this class of position may file for and take a competitive examination to continue in City service.

**YOUTH APPRENTICE** (continued)

**Notes** (continued)

No youth apprentice who is attending high school may be employed for more than 20 hours in any week that school is in session for five days. Students may be employed full-time during their vacation periods. Youth apprentices who are not enrolled in high school may be employed full-time.