

Commonwealth Public Service Internship (CPSI)

The Commonwealth Public Service Internship (CPSI) is a Civil Service, “intern-to-hire” program that is designed to forge a direct path from academia to professional excellence. It is a career-launching platform that transitions ambitious college students into influential public service roles.

The CPSI program provides an opportunity for you to partner with future talent by creating a rewarding internship experience that engages students in hands-on learning in the field, develops essential technical and transitional skills, and makes impactful and lasting contributions to your team. Upon successful completion of this program, the intern will receive a promotion into a trainee or working-level job of your choosing to become a permanent part of your team.

Eligibility

- Current enrollment as a full-time undergraduate in an accredited degree program and successful completion, or anticipated completion, of at least sixty (60) credits at time of hire.
- Current enrollment as a graduate student in an accredited master’s or doctorate degree program at time of hire.
- Students must meet PA residency requirements for Civil Service employment. Residency includes PA residents, regardless of where they attend school, and students from any other state who are currently enrolled in a school in PA.

Program Details

- Interns are required to complete a six (6) month internship. The required number of hours for this 6-month program would equate to approximately 975 hours for a 37.5-hour work week or 1,040 hours for a 40-hour work week.
- Upon successful completion of the internship, an employee will transition into a structure trainee program or be placed in a working-level job title.
- The internship can be completed intermittently or consecutively, beginning after a student completes their sophomore year, and up through 6 months from the date the degree is conferred.
- Internships can occur during any time of the year and are not limited to the summer. The hiring agency can hire any number of interns and do not need to run this program as a formal cohort.
- The hiring agency is responsible for identifying a permanent, full-time Civil Service position for which the intern will qualify upon graduation, and to identify this position with the request to post the internship.
- Once the intern has completed the 6-month requirement, the agency will promote the intern from the CPSI program into either a trainee (CS) or regular working title (CS).
 - For trainee positions, the trainee will be required to complete the probationary period for the identified trainee title.
 - For working level positions, the internship will serve as the probationary period and no additional probationary period will be required. This means that the intern will receive regular Civil Service status once promoted into the regular working title.



- Work during the internship should include progressive on-the-job training with assignments that are structured to provide practical work experiences that increase in complexity and align with generally accepted core principles and knowledge. The goal is to convert academic understanding into transformational working skills.

Examples of Pathways to Employment

The goal of the CPSI program is to create a streamlined approach to Civil Service employment. The CPSI can lead to many different pathways. Some examples include:

- CPSI ➡ Administrative & Management Trainee* ➡ HR Analyst 1
- CPSI ➡ Information Technology Trainee* ➡ Applications Developer
- CPSI ➡ Civil Engineer Trainee ➡ Civil Engineer
- CPSI ➡ Revenue Tax Auditor Trainee* ➡ Revenue Tax Auditor
- CPSI ➡ Executive Financial Associate*

*Job title includes credit-specific requirement in addition to degree.

Classification & Pay

- Job Title: Commonwealth Public Service Intern (CPSI)
- Job Code: 08001
- Standard (ST) Pay Scale Group 2, Pay Scale Level 10

Complement

- Confirm or establish non-permanent wage position for CPSI classification (job code 08001).
- Identify a projected salaried position for which the intern will qualify, and be promoted to, upon successful completion of the program and graduation.
- Note, if the hiring agency does not want to hold a salaried position for the duration of the CPSI period, the agency should consult with their HR office to determine if a wage position can be utilized in the interim.

Preparing to Post

- Develop a training plan to identify the internship learning objectives, expectations, and work duties. Every effort should be made to include the intern in networking, learning, and developmental opportunities to include meeting with executive staff, being included in visits and meetings, etc.
- Follow the standard Civil Service hiring process to post this internship to the “Intern and Apprenticeship” page of the employment website.
- Use a working title for the internship that accurately reflects the type of work the intern will be conducting.
- Identify this as an “intern-to-hire” opportunity in the posting and that successful completion will result in a full-time, permanent position.
- An unofficial transcript must be submitted at time of application. The transcript will be used to verify eligibility and alignment with identified trainee or regular working level job title.



- If an intern changes major after hire, BTA must review the new major to determine if the intern still meets requirements for promotion into the identified trainee or regular working level job title.
- Eligibly for State Employees Retirement System (SERS) is determined by if the student is receiving school credit for the internship.
 - If receiving credit, there is no eligibility for SERS contributions while the student is in the CPSI classification.
 - If not receiving credit, the student must be enrolled in SERS during the internship.
 - During the hiring process, ensure the following is included on the hire action: “Delete IT0235, student not receiving credit”.
 - If the student works 750 hours in a calendar year, the student becomes a member of SERS and SERS will bill for the retroactive information.

Promoting the Intern

Promotion occurs when all the following has been met:

- Required number of hours worked in CPSI classification (975 hours for a 37.5-hour work week or 1,040 hours for a 40-hour work week). This hour requirement must be completed within 6 months after the student receives the degree.
- Degree received.
- Probationary period has been completed with a rating of satisfactory or higher on the Employee Performance Review (EPR).

Once these requirements are met, the supervisor should work with the agency’s HR office to coordinate the promotion into the full-time, salaried position previously identified. The supervisor and HR will coordinate the following actions:

- Request and review the official transcript to verify the degree and date conferred and any other specific credit requirements for the identified trainee or working level title.
- Attestation to the intern’s completion of the required hours. It is recommended to include this attestation on the EPR.
- Send an email to RA-OAAuditSections@pa.gov to verify:
 - The intern has met the required hours.
 - The attestation and EPR.
 - A copy of the official transcript.
- BTA will review and confirm the intern can be promoted into the identified trainee or working level title.

As a note, if the intern is not successfully performing in the internship, the agency should work with HR to take steps to separate the employee, as is appropriate for probationary status employees, or to extend the probationary period in accordance with Civil Service rules.

Questions

For additional questions or support, please contact the OA, Bureau of Enterprise Recruitment, Work-Based Learning Division at RA-OAEntryPrograms@pa.gov.