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GENERAL CIRCULAR NUMBER 2026-032

DATE: **June 23, 2026**

TO: **Heads of State Agencies and Human Resources Directors**

SUBJECT: **Unclassified Job Codes for Students and Interns**

PLEASE SEE GENERAL CIRCULAR 2026-037 FOR UPDATED INFORMATION ON ADDITIONAL UNCLASSIFIED JOB CODES FOR STUDENTS AND INTERNS

To further support agencies in developing their internship programs, State Civil Service has created an additional unclassified job as follows, effective June 23, 2026:

Job Code	Job Title	Occupational Group	EEO Code
500011	INTERN	C2, General Administrative	PR, Professionals

The Intern job code should be used to designate unclassified positions that will be filled by students who will be gaining hands-on experience in their field of study. The State Civil Service Internship Toolbox has been updated to include further guidance on the use of the Intern job.

To note, agencies will also continue to use other unclassified job codes for Student Employees and Student Workers as explained in General Circular 2017-044. The difference between these jobs and the new Intern will be the nature of work assigned, as designated by the EEO Code for the job. The following table provides a comparison of these three unclassified jobs and links to other State Civil Service resources that may be helpful.

Job Code	Job Title	Occupational Group	EEO Category	Use When
507100	STUDENT EMPLOYEE	A1 Clerical and Records Management	OC Administrative Support	Use when the Bona Fide Student is a student who is employed by a state agency other than the educational institution in which they are enrolled.

509990	STUDENT WORKER	A1 Clerical and Records Management	OC Administrative Support	Use when the Bona Fide Student is a student who is employed by the education institution in which they are enrolled.
500011	INTERN	C2 General Administrative	PR Professionals	Use when the Bona Fide Student is participating in a structured internship program designed to provide career-related learning, professional development, and practical experience through meaningful work assignments related to a field of study or career interest.

Questions regarding the Internship Toolbox may be directed to Dr. Dana LeBherz, Division Administrator for the Learning, Performance, and Culture Division.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director