

BOARD MEETING DATE: May 1, 2015

AGENDA NO. 8

PROPOSAL: Establish New Classification of Career Development Intern

SYNOPSIS: At its March 13, 2015 meeting, the Administrative Committee approved a proposal to establish a new program at SCAQMD to expose young adults (particularly those emancipated from the foster care system) to career opportunities, and assist them in gaining skills and knowledge necessary to compete for full-time employment. This action is to add the new classification of Career Development Intern; adopt the class specification; and adopt the resolution amending the *Salary Resolution*.

COMMITTEE: Administrative, April 10, 2015; Recommended for Approval

RECOMMENDED ACTIONS:

1. Add the new classification of Career Development Intern.
2. Adopt the class specification (Attachment A).
3. Adopt the resolution amending the *Salary Resolution* to establish the salary for the new classification (Attachment B).

Barry R. Wallerstein, D.Env.
Executive Officer

WJ:BB

Background

In February 2015, a request was received from the Los Angeles County Board of Supervisors, urging SCAQMD to participate in a career development internship program, providing young adults who have transitioned from the foster care system with opportunities to gain invaluable on-the-job training and experience to increase their potential to successfully compete for full-time employment in today's job market.

The County of Los Angeles currently administers a Career Development Internship program for transition-aged foster youth. Since 2010, 108 young adults have participated in this program, with 70% successfully hired as permanent employees.

Proposal

The SCAQMD fully supports the establishment of an internship program to provide transition-aged foster youth with job training opportunities. Therefore, staff recommends the adoption of a new classification of Career Development Intern (Attachment A), as well as the adoption of the resolution amending the *Salary Resolution* to establish the salary for the new classification.

The youth selected for this program will have the flexibility to receive on-the-job training in one of several existing SCAQMD job classifications, for which they may not otherwise meet the minimum qualifications of education or experience. These existing classifications include:

- Fleet Services Worker I
- General Maintenance Helper
- Mail/Subscription Services Clerk
- Office Assistant
- Print Shop Duplicator
- Stock Clerk

The current job specifications for each of these classifications, which are part of the Office, Clerical and Maintenance bargaining unit, and are represented by the Teamsters Local 911, often require between six (6) and twelve (12) months minimum training and experience to qualify for these positions. Each career development internship opportunity at SCAQMD will last for approximately twelve (12) months, allowing the selected transition-aged foster youth to gain invaluable training and experience to increase their potential to compete for positions at SCAQMD or with other employers.

Resource Impacts

The addition and funding of two (2) full-time Career Development Intern positions will be requested in the FY2015-16 Budget.

Attachments

Attachment A - Classification Specification for Career Development Intern

Attachment B – Resolution Amending the Salary Resolution

ATTACHMENT A

CLASSIFICATION SPECIFICATION

TITLE: CAREER DEVELOPMENT INTERN

APPROVED:

SALARY

\$15.28 Hourly
\$1,222.40 Bi-Weekly
\$2,648.53 Monthly
\$31,782.40 Annually

DEFINITION: Under close supervision in a training capacity, performs a variety of structured, on-the-job training duties depending on the assignment. Depending on assignment, participates in entry-level work in fleet services, general maintenance, mail room, general office administration, print shop, or storekeeping.

CLASSIFICATION STANDARDS: This is a multi-position, training-level class. Incumbents participate in entry-level work in a training capacity in one of the following job classifications: Fleet Services Worker I, General Maintenance Helper, Mail Subscription Services Clerk, Office Assistant, Print Shop Duplicator, or Stock Clerk. Career Development Interns participate in a structured on-the-job training assignment in preparation for successful progression into one of the above jobs. Such jobs are not guaranteed, as they are only filled through competitive processes. Career Development Intern assignments are limited to one year. During this year, incumbents are expected to gain valuable competitive experience, knowledge, skills and abilities as they engage in the following essential job functions:

ESSENTIAL DUTIES (Depending on assignment, may include, but not be limited to):

Fleet Services Worker: Under close supervision, may remove and replace oil filters, air filters, hoses, fan belts, light bulbs, windshield wipers, or other vehicle accessories, as needed; dispense fuel to fleet and rideshare vehicles and controls the parking of vehicles in SCAQMD parking lots; load and unload vehicles operated; sort and route mail and do clerical work as required; clean automotive compound area; keep records and make reports; ensure vehicles are checked and serviced.

General Maintenance Helper: Under close supervision, may assist others in the repair of machinery and equipment and may perform less difficult tasks independently; assist in the installation and maintenance of electrical equipment such as generators, motors, transformers, switches, controls and circuits; set up machinery and tools and prepares work sites; move materials, equipment and machinery; assist in the construction and repair of structures and fixtures, painting, and installation of hardware.

Mail/Subscription Services Clerk: Under close supervision, may collect and deliver United States, private carrier, and intra-SCAQMD mail, correspondence, packages, and other materials according to established procedures and routes; sort, weigh, and determine means of mail delivery for outgoing mail and packages; pack or unpack materials; operate, maintain, and monitor postage meter machines, electronic scales, and other equipment; operate labeling and printing equipment when preparing mailing labels; assemble and insert materials for mailing; may operate a computer or word processor while making additions, deletions, and other modifications to mailing lists; research mailing list databases and compile new lists for targeted mailings.

Office Assistant: Under close supervision, may type letters, reports, charts, tables, case records, vouchers, or similar documents; proofread finished copy to correct grammar, punctuation, and spelling; process a variety of documents according to established policies and procedures; refer difficult or technical inquiries to other staff; file documents; prepare, arrange, index, cross file and maintain computerized and manual records, logs, rosters and registers; compile data for general information purposes and individual requests for special reports and projects by extracting and/or tabulating information from a variety of sources and predetermined forms or procedures; answer telephone and route incoming calls; direct individuals to appropriate offices and staff; receive, open, and time stamp mail; sort and log correspondence; deliver and pick up various materials, stuff envelopes, and assemble packages for mailing; provide a variety of basic, administrative support duties for management and supervisory personnel, as directed.

Print Shop Duplicator: Under close supervision, may set up and operate computer-controlled duplicating equipment in the production of forms, notices, reports, maps, specifications and other materials, utilizing various sizes and weights of paper, large solids, continuous tone, half-tone and line work; provide advice regarding format, layout, and machine capabilities and alternative methods of duplication; clean, lubricate, adjust and make minor repairs to equipment; perform related work, such as collating, binding, cutting, trimming, padding and punching; operate other types of duplicating equipment.

Stock Clerk: Under close supervision, may stock inventory supply items on shelves or in bins; receive, stock or store supplies, furniture, and equipment; assemble and complete requisition orders; deliver and distribute supplies, equipment, and furniture to various divisions and offices; receive supplies, equipment, and furniture delivered from vendors; move items to the stockroom and warehouse; assist in the inventory and tagging of fixed assets; assist in the disposition of surplus equipment; prepare and maintain records pertaining to the receipt, storage, and distribution of supplies, furniture, and equipment; inventory and reorder stockroom supplies as directed.

All Classes: May perform other related duties as required or assigned.

MINIMUM REQUIREMENTS:

Special Requirements: Current enrollment in, completion of, or current or past eligibility for a California County Department of Children and Family Services' and Probation Department's Independent Living Program or current enrollment in the Department of Public Works' and Probation Department's Youth Opportunity Program.

Preparation: Education, knowledge, skills, training OR experience that would demonstrate the capacity to learn and perform the essential duties of the position to which assigned.

Driver's License: Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver's License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver's license before appointment. Some applicants for this position will be required to present a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. License must not be suspended, restricted, or revoked. An applicant whose driving record shows significant moving violations, and/or at fault accidents, may not be appointed to position that would require operation of a motor vehicle while on duty.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Human Resources

Manager over Recruitment and Selection for assistance.

Physical Classes:

General Maintenance Helper is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Fleet Services Worker is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

Mail/Subscription Service Clerk is Physical Class II – Light: This class includes administrative and clerical positions requiring light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable ambulation may be involved.

Office Assistant is Physical Class II – Light: This class includes administrative and clerical positions requiring light physical effort, which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable ambulation may be involved.

Print Shop Duplicator is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, occasional lifting of objects weighing over 70 pounds, and frequent lifting of 10-25 pounds.

Stock Clerk is Physical Class III – Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working or irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

ATTACHMENT B

RESOLUTION NO. 15-_____

A Resolution of the South Coast Air Quality Management District Board amending SCAQMD's *Salary Resolution* to establish the new classification of Career Development Intern at an annual salary of \$31,782.40.

WHEREAS, the Governing Board of the South Coast Air Quality Management District exercises its duty to review and determine appropriate wages, hours, and other terms and conditions of employment provided to employees.

THEREFORE, BE IT RESOLVED that the Board of the South Coast Air Quality Management District, State of California, in regular session assembled on May, 1, 2015, does hereby amend SCAQMD's *Salary Resolution* to establish the new classification of Career Development Intern at an annual salary of \$31,782.40

DATE: _____

CLERK OF THE BOARDS