



SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

21865 Copley Drive
Diamond Bar, CA 91765
909-396-2800
<http://www.aqmd.gov>

invites applications for the position of: Career Development Intern

An Equal Opportunity Employer

SALARY: \$16.00 - \$17.49 Hourly
\$1,280.00 - \$1,399.20 Biweekly

OPENING DATE: 07/01/22

CLOSING DATE: 06/30/23 11:59 PM

SOUTH COAST AQMD AND JOB OVERVIEW:

If you are a current or former foster youth looking for employment, apply for this internship opportunity today!

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; or
- Current participation in a nonprofit organization program that provides young adults emancipated from a state or local foster care system with job training and career development.

ABOUT South Coast AQMD

South Coast Air Quality Management District (South Coast AQMD) is one of the largest and most technologically sophisticated environmental regulatory agencies in the Nation. We serve a four-county region that includes large areas of Los Angeles, Orange, Riverside and San Bernardino counties, including the Coachella Valley, which is home to more than 17 million people. South Coast AQMD's headquarters is located in Diamond Bar, 30 miles east of downtown Los Angeles, at the junction of the 57 and 60 freeways. With a highly diverse "Clean Air Team" of over 750 employees, an annual budget of \$162.6 million, and a state-of-the-art air quality laboratory, our mission is to ensure clean air and a healthy environment. South Coast AQMD is an organization you can be proud to work for -- we make a difference in the quality of life in Southern California!

NOTE: These positions have very specific qualifications that must be met to be eligible to apply. See Special Requirements section before completing an application. If you meet the requirements, this is an excellent opportunity that could lead to a great career!

ABOUT CAREER DEVELOPMENT INTERNS (CDI):

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. CDIs 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. CDI assignments are limited, and are not to exceed three years. Incumbents are expected to gain valuable competitive experience, knowledge, skills and abilities as they engage in the following essential job functions:

EXAMPLE OF DUTIES:

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 South Coast AQMD 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-South Coast AQMD 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 AND DESIRABLE QUALIFICATIONS:

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; or current participation in a nonprofit organization program that provides young adults emancipated from a state or local foster care system with job training and career development.

NOTE: To be considered for this position, you must attach to your application, documentation to validate that you are or were in a Foster Care Program through a County, State, or private agency (under contract) and check the appropriate boxes in the supplemental questionnaire.

Preparation: Education, knowledge, skills, training OR experience that would demonstrate the capacity to learn and perform the essential duties of an Office Assistant.

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.

OTHER IMPORTANT INFORMATION:

Applications will first be screened for candidates who meet the **SPECIAL REQUIREMENTS** (above) and for applicants who meet minimum qualifications AND demonstrate the most competitive or directly transferable experience. Such candidates may be invited to a written multiple-choice examination; performance-based skills testing to evaluate ability to read and follow instructions; and/or other tests deemed appropriate. Based on their performance in the above tests, the most competitively qualified candidates will be advanced to a Qualifications Appraisal Panel interview, from which a list of eligible candidates will be created. The final step in the selection process will be a placement interview of eligible candidates.

South Coast AQMD reserves the right to modify the selection process, as needed, based upon the qualifications and numbers of applications.

Job applications must be completely filled out; a resume cannot be substituted for the required application.

Your application will be reviewed very carefully, and only those who appear to have the best qualifications will be invited to continue in the selection process. Meeting the minimum requirements does not guarantee an invitation to further testing.

Please call Human Resources at least one week in advance if you might need an accommodation at any time during the selection process.

If you have any questions regarding this recruitment, contact the Human Resources Department at (909) 396-2800.

Career Development Intern Supplemental Questionnaire

- * 1. To be considered for this position you must be eligible for, be currently enrolled in, or have been eligible for, or completed one or more of the following. Please select all that apply to you.

- County Department of Children and Family Services' Independent Living Program
- Probation Department Independent Living Program
- Department of Public Works Youth Opportunity Program
- Probation Department Youth Opportunity Program
- Other County Authorized Foster Care Program
- Current participation in a nonprofit organization program that provides young adults emancipated from a state or local foster care system with job training and career development
- N/A: None of these apply

- * 2. Can you, upon request, provide original or certified copies to document your current or past eligibility or current or past enrollment in the option(s) you checked above? (If you selected N/A above, check No below.)

- Yes No

- * 3. Have you attached to this application, a copy of the documentation you may be asked to present to validate that you are or were in the program you checked above? (Please call if you need clarification on what to attach.)

- Yes No

- * 4. How did you hear about us?

- Foundation List
- South Coast AQMD website
- Other

- * Required Question