

## County of Solano Job Announcement

### College Intern - Lower, Upper and Graduate levels

Recruitment #09-40105X-E1

**Approximate Salary:** \$10.00 - \$16.00/hour depending on College Units completed  
**Opening Date:** 2/18/2009 8:00:00 AM  
**Closing Date:** Continuous  
**Type of Recruitment:** Open until Filled

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#### CLASS SUMMARY

College Intern positions offer college students practical work experience through projects, which are related to the student's field of study. College Students employed in this class may be assigned to various County departments. Below is a list of the current Intern opportunities. This recruitment will be use to fill all current and future positions.

#### **WE RECOMMEND THAT ALL INTERESTED COLLEGE STUDENTS APPLY!**

- **First 5 Solano - School Readiness Interns** – Incumbents will work with senior level School Readiness staff to work with children between 2½ and 5 years old by assisting teachers in classrooms, conducting child skill assessments and participate in community events on behalf of 1st 5 Solano. **Desired Majors: Early Childhood Education, Psychology, Social Work , Social Services, or related fields.**
- **Agriculture - Agricultural Intern** - Incumbents will work with senior level Agriculture staff in field surveys learning to identify common insect, plant diseases and weeds present in local cropping systems and learn fundamentals of the statewide Pest Detection and Exclusion programs. **Desired Majors: Biology, Entomology, Plant Sciences, Environmental Horticulture and Urban Forestry, Ecological Management and Restoration, Environmental Sciences and Management, Crop Science, Botany, Horticulture, or related fields.**
- **Parks and Recreations - Environmental Education Intern** - Incumbents will work with senior level Parks and Recreation staff in researching and collecting information about the natural resources and history of Lake Solano and Putah Creek. Present nature talks, history talks. Assist Ranger Staff in developing and installing exhibits on natural resources, water resources or cultural history. Assist in care of the aquariums. **Desired Degree or Course work in: Natural Resources, Environmental Sciences, Biology, Water Science or similar major**
- **Central Services -Procurement Intern** - Assist in the updating of the County's Purchasing and Contracting Policy Manual.Assist in implementing an Electronic Procurement System. **Desired Degree: Business, Public Policy, Accounting, Management, or related field.**

#### CLASS CHARACTERISTICS

Incumbents in this class are restricted to extra-help, at-will, non-benefited, and unrepresented employment status. This class is designed to afford college students practical work experience through projects which are related to the student's field of study. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level departmental employees. As experience is acquired, the employee performs with less immediate supervision. Students employed in this class may be assigned to various County departments. Employment will be part of an internship, work experience or other program sponsored by an accredited educational institution.

#### SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from a higher level employee.

Exercises no supervision

#### EXAMPLES OF DUTIES

Learns to assist with technical or professional work.

Learns to provide information to the public.

Learns to conduct studies, gather and analyze research data using standardized procedures.

Participates in assignments related to agency organization, procedures, and budget requirements; gathers tabulates and analyzes data for studies using computers and assists in developing presentations, charts, spreadsheets and other documents and materials.

Learns to prepare appropriate documentation for activities including administrative reports, progress reports, completion of forms or other work products.

Learns to interpret agency policies, rules and regulations.

Acts as a resource to other departments by providing or researching information or referring to other organizations, agencies, programs and individuals in the course of assigned duties.

Attends and participates in standard activities such as staff meetings, in-service training, and workshops.

#### EDUCATION AND EXPERIENCE

Appointment to this class is restricted to students enrolled full-time (12 units) in a junior college, four-year college or university. Curriculum must lead to an Associate's, Bachelor's, or advanced degree.

**Lower Level** - Completion of 59 or fewer semester units (89 or fewer quarter units)

**Upper Level** - completion of at least 60 semester units (90-quarter units).

**Graduate Level** - completion of a bachelors' degree from an accredited

college/university and currently enrolled in a Master's Degree Program

No experience is required.

#### DOCUMENT SUBMITTAL REQUIREMENTS

All candidates must provide **copies of their transcripts**, as well as, **verification of current enrollment** as stated above prior to an offer of employment.

#### SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License may be required.

Background and Criminal Check may be required.

#### SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may not work more than 999 hours per fiscal year; unless approved by appropriate authority.

#### ADA COMPLIANCE

**Physical Ability :** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

#### SELECTION PROCESS

Based on the information provided in the application documents, the best qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of a resume screening, written and/or practical exam, oral interview, or any combination. Candidates will need to successfully pass a post-offer drug screening test prior to employment. Information contained herein does not constitute either an expressed or implied contract. These provisions are subject to change.

#### HOW TO APPLY

All additional application materials as requested in the job announcement, (ie. copies of diploma and/or transcripts, certificates, DD-214) must be submitted with the Document Cover Sheet and are due within five (5) days of the final filing date or within five (5) days from application submittal if the recruitment is Open & Continuous or Open until Filled.

Please visit the County of Solano website, [www.jobsatsolanocounty.com](http://www.jobsatsolanocounty.com) to apply. Any further questions can be directed to the Department of Human Resources, (707) 784-6170 open Monday-Friday, 8:00 a.m.-5:00 p.m. Paper applications may be completed in person during office hours. EOE/AA

#### VETERANS PREFERENCE POINTS

To be eligible, you must be an applicant for initial County employment, have served at least 181 consecutive days of active duty in the Armed Forces of the United States and have received either an honorable discharge or a general discharge under honorable conditions. A COPY OF YOUR DD 214, SHOWING DISCHARGE TYPE, MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT WITHIN FIVE DAYS FROM THE DATE YOU SUBMIT YOUR APPLICATION. If you have a service connected disability, you must submit a recent award letter from the VA stating you are receiving disability benefits for service connected reasons. Disability must be rated at least 10% to be eligible for disabled veteran's points. Veteran's preference 5 points Disabled Veterans 10 points.

#### AMERICANS WITH DISABILITIES ACT

It is the policy of Solano County that all employment decisions and personnel policies will be applied equally to all County employees and applicants and be based upon the needs of County service, job related merit, and ability to perform the job.

**APPLICANTS WITH DISABILITIES:** If you are a qualified individual with a disability, that is, someone who is able to perform the essential functions of the job, with or without reasonable accommodation, and need special testing arrangements, contact the Solano County Department of Human Resources at 707.784.6170, for a Request for Testing Accommodation by Applicants with Disabilities Form. This form should be received in the Human Resources Department within 5 days from the final filing date of the recruitment. A staff member will contact you and advise you how to proceed.

**IMPORTANT:** If you are a Solano County employee with a disabling condition, and are unable to perform the essential functions of your present position with or without reasonable accommodation, you may be eligible for preferential certification to an alternative position. Please immediately notify the ADA Analyst @ 784-6170 to initiate review of this option.

#### CONDITIONS OF EMPLOYMENT

**PLEASE NOTE:** All persons hired will be required to participate in the direct deposit program.

**HIRING PROCEDURES** - Depending on the number of qualified applicants received, the selection process may consist of a resume screening, written and/or practical exam, oral interview, or any combination. Candidates must be successful in each part of the examination. For Civil Service positions, the appointing authority is entitled to certification of the top five candidates by score.

**DRUG FREE WORKPLACE ACT:** Prospective employees will be required to have a Urine Drug Test in accordance with the Solano County Alcohol and Drug Free Workplace Policy once a conditional offer of employment has been made. Solano County employees are subject to the provisions of the Drug Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990.

**MEDICAL EXAMINATION** - Prior to appointment you may be required to pass a medical examination administered by the County Physician. Candidates are encouraged not to quit or give notice to present employers until the medical examination has been completed and passed.

**APPOINTMENT** - At the time of appointment all candidates will be fingerprinted and required to execute an oath of allegiance to the United States and the State of California. You will also be required to offer proof that you are a lawfully admitted alien or U.S. citizen.

**EXAMINATION APPEALS** - For Civil Service positions, individuals selecting to appeal their disqualification in any phase of the examination process must submit a written statement to the Director of Human Resources, within five calendar days of the receipt of the action, indicating the action being appealed, their specific basis for the appeal and the relief sought.

**PROBATIONARY PERIOD** - All new positions are required to successfully complete a minimum probationary period of six to twelve months, depending upon the position. A probationary period does not apply to "at will" positions.

**EXTRA HELP APPOINTMENTS** - Appointments may be made from an eligible list for extra help (up to 999 hours/fiscal year, no benefits) positions.

**DISASTER WORKERS** - In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.