

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

September 22, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

CONSERVATION SUPERVISOR FULL TIME / LIMITED TERM (7 MONTHS)

SALARY

\$4,706 - \$5,848

QUESTIONS ABOUT THE JOB

SCOTT WOLSEY

(530) 241-3030

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

FINAL FILING DATE

OCTOBER 2, 2015

POSITION LOCATION

RED BLUFF TENT CAMP

TEHAMA COUNTY

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

RPA #16-1078

Candidates who receive a conditional offer of employment will be required to complete the following pre-employment requirements prior to being appointed:

- **Class B License** – Provide evidence that a Class B license with a Passenger Transport Vehicle special endorsement has been obtained from the Department of Motor Vehicles (DMV).
- **Pre-employment Drug Test** – In accordance with the Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a commercial driver license must take and pass a pre-employment drug test.
- **Background Investigation** – Undergo fingerprinting and successfully pass a Criminal Offender Record Information check completed by the Department of Justice (DOJ) which may or may not also include a background check through the Federal Bureau of Investigations (FBI).
- **Medical Exam** - A medical clearance exam is required for this classification.

Duties: Develop, monitor, and manage the public service conservation work and special programs. Negotiate contracts with funding sources in the surrounding communities. Review projects to ensure quality control, timely completion, and the use of safe work practices.

Supervise Conservationist Is and corpsmembers (CMs) assigned. Provide day-to-day guidance and direction on the proper implementation of CCC policies and procedures. Monitor and ensure proper implementation and compliance with the supergrade program, corpsmember discipline policy, and staff and corpsmember evaluation process. Ensure all federal, state, departmental, and district regulations are being followed.

Assist the Center Director with the recruitment, hiring, and training of staff assigned. Ensure all staff effectively perform their responsibilities by evaluating their performance on a continual basis. Complete Individual Development Plans and Individual Training Plans annually for each staff person assigned. Complete probation reports for probationary employees assigned. Investigate and respond to grievances from staff and CMs. Participate in center, region, and statewide staff meetings providing input and information relative to the program. Maintain confidentiality of sensitive matters regarding staff and CMs. Provide training and ensure compliance with departmental Equal Employment Opportunity (EEO) policies.

Develop and maintain cooperative relationships with sponsors and the community by effectively communicating and interfacing with sponsor representatives, political representatives, community leaders and members of the community. Assist with community resource development such as donations, projects, volunteers, job placement, and partnerships. Promote the CCC through contact with the media, presentations before civic groups, governing bodies, and in educational settings. Oversee operations ensuring that the Satellite is running effectively and efficiently. Act as liaison with CCC Headquarters, and Region II by communicating necessary information in a timely manner regarding programs, policies, issues, etc., and responding to requests for information and assistance.

Coordinate and organize emergency response. Ensure that Conservationist staff and CMs can respond to an emergency efficiently, with proper equipment. The Conservation Supervisor may act as a liaison or agency representative on emergency operations.

Desirable Qualifications: Sympathetic understanding of and willingness to work with the corpsmember population; supervisory ability. A desire to make a significant, positive difference in the lives of the youth of the state. A strong sense of the values of integrity, honor, loyalty and professionalism. Exhibit strength in character; respect the chain of command; possess unquestionable ethics.

Who May Apply: Applicants currently at the Conservation Supervisor level, or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) Assignments may be considered

Please indicate RPA #16-1078 in the job title section of your State application.