

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

November 24, 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 / PERMANENT

SALARY

\$4,706 - \$5,848

FINAL FILING DATE

DECEMBER 4, 2015

POSITION LOCATION

UKIAH

RPA #16-1119

QUESTIONS ABOUT THE JOB

LARRY NOTHEIS

(707)463-2822

OR VISIT OUR WEBSITE

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

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 Investigation (FBI).
- **Medical Exam** - A medical clearance exam is required for this classification.

Duties: Supervise, lead, and/or direct CCC staff and corpsmembers assigned to the Ukiah Center. Provide day-to-day supervision, guidance, and direction on the proper implementation of CCC policies and procedures, as well as the safety of staff and corpsmembers. Ensure all federal, state, departmental and district regulations are being followed. Develop, monitor, and manage public service conservation work and special program activities. Estimate projects and negotiate agreements and

The California Conservation Corps is a workforce development program that offers young men and women the chance to serve their state and become employable citizens through life skills training and hard work in environmental conservation, fire protection, and emergency services.

contracts with funding sources in the surrounding communities. Work with the budget staff to balance expenditures with income, providing monthly reports (project spreadsheet and reconciliation with CADCARS, bill projects monthly and create a report of explanation for unbilled hours and suspense hours, etc.). Develop an annual reimbursement target and report progress quarterly. Review projects to ensure quality control. Enter all work accomplishments (124s) into the CADCARS System.

Evaluate staff, completing IDPs and ITPs annually. Ensure both staff and corpsmember training occurs relative to safety, IIPP, promotional readiness, tool usage, and all other required Departmental training. Monitor and oversee corpsmember discipline, evaluations and separations, staff performance, safety program, Comet, CMD and facility maintenance and inspections. Ensure all Conservationist staff effectively and safely perform their responsibilities and duties through appropriate training and instruction, create training plans bi-yearly.

Desirable Qualifications: Sympathetic understanding of and willingness to work with the resident population of a residential facility; 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 16-1119 in the job title section of your State application.