



CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816

Career Opportunity

December 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.

CONSERVATIONIST I FULL TIME / PERMANENT

SALARY

\$2,689- \$4,272

FINAL FILING DATE

JANUARY 7, 2016

POSITION LOCATION

SOUTH LAKE TAHOE

RPA # 16-1139

QUESTIONS ABOUT THE JOB

JOHN MARTINEZ

530-577-0850

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:

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- **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: Corpsmember Programs Assists with on-center corpsmember (CM) committees and groups; oversight of community meetings and Corpsmember Advisory Board (CAB); assists CAB officers in developing weekly community meeting agenda and focus on community issues that concern corpsmembers (safety, health, welfare). Assists CAB with facilitating the community meetings and ensures that meetings maintain a positive process for resolution of community issues. Coordination and oversight of the CCC Blue Card Driver program, Class B program and Class C program including DMV pull notices, re-training and certifications. Responsible for classes, certificates and driving files. Implements and coordinates the Alcohol and Other Drug Programs (ADP); enforcement of ADP policy; liaison with Headquarters staff regarding alcohol and other drug abuse issues; provides reasonable suspicion training to staff including Special Corpsmembers; ensures that CMs who test positive at pre-employment or reasonable suspicion participate and complete the ADP program including counseling and all required follow-up testing. Assists corpsmembers who have chemical dependency issues to coordinate transportation to AA/NA classes and/or schedule time with the Tahoe Counselor. Communicates effectively with on-site counselor and other staff on alcohol and drug issues relating to individual corpsmembers and the entire corpsmember community. Assists Administrative Officer (AO) with set up of local testing facilities and instructs staff on reasonable suspicion procedures and drug testing for corpsmembers. Collects and monitors all CM discipline documents related to evening, weekend and Corpsmember Development (CMD) activities occurring within shift, pertaining to CMD assigned responsibilities and/or with Residential Staff; works with the respective grade Conservationist Is and key staff to ensure consistency and fairness of the discipline program; ensures timely completion of discipline documents and routing to discipline oversight staff. Enforces CCC policies, standards and goals; maintains and secures state property. Works with and trains all corpsmembers to ensure they know CCC and Tahoe expectations as related to dormitory inspection and safety standards. Will assist with policy reviews as necessary, ensuring the gathering of staff and corpsmember input. Works with AO to ensure adequate cleaning supplies are available. Conducts daily room inspections and issues reprimands for corpsmembers not meeting standards. Ensures monthly fire drills are held and results recorded and kept on file for three (3) years.

Corpsmember Development Classes and Training. Secures basic and remedial educational programs through local educators and the John Muir Charter School; drafts contracts and proposals to acquisition the educational programs; monitors and tracks corpsmember attendance, educational participation and success, education budget. Develops and implements alternative educational programs for corpsmembers who have attained their General Education (GED)/High School Diploma; assists in the development, and implements a variety of CMD program components such as the workplace competencies, skill development, work/learn, wellness programs, CAP and Career Development competencies; arranges class instruction/training as needed; Ensures all corpsmembers complete a minimum of three (3) hours each week in evening education programs. Assists with banquets and responsible for award generation. Teaches and facilitates other classes are required. Supervises the CMD Specialist. Disciplines corpsmembers who do not meet the required hours of

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weekly classes. Issues awards for successful completion of classes. Enforces all aspects of the Injury and Illness Prevention Program (IIPP) in relation to CMD programs.

Corpsmember Volunteer Program. Organizes, develops and participates in monthly community service volunteer calendar and activities. Maintains records of corpsmember participation and provides a monthly report of volunteer hours to all crew supervisors and lead staff by individual corpsmember name. Inputs all CMD volunteer data into the CMD database. Ensures volunteer activities are in line with Tahoe policies. Ensures the safety of corpsmembers participating in volunteer activities. Maintains positive community relations with local volunteer sponsors. Provides accurate and precise written documentation on all volunteer disciplinary and injury situations to appropriate staff. Responsible for volunteer reports as requested including summary of activities and level of participation. Responsible for ensuring volunteer activities are listed on the CMD Outlook calendar.

Corpsmember Weekend and Evening Recreation Program. Organizes and develops monthly community recreation calendar for weekends, evenings and holidays. Monitors recreation activities and maintains records of corpsmembers who participate. Ensures recreation activities are in line with Tahoe policies. Ensures the safety of corpsmember participants. Maintains positive community relations with local recreation areas and providers. Provides accurate and precise written documentation on all recreation disciplinary and injury situations to appropriate staff. Responsible for recreation reports as requested including summary of activities and level of participation. Responsible for ensuring recreation activities are listed on the CMD Outlook calendar.

Evaluations and File Management. Ensures completion of Individual Development Plans (IDP, evaluation) on all CMs; maintains list of corpsmember evaluations and missing evaluations with responsible staff name; prepares maintains and/or submits daily and monthly documentation including activities and accomplishment reports as requested; collects and reviews monthly CM evaluations; and provides scanned copies of evaluations as requested for transfer documents. Responsible for corpsmember CMD files, and for ensuring separated corpsmember files are transferred to the clerical staff to be incorporated into the standard personnel file.

Computer Input and Grant Development. Enters CMD information into Access database tracking system and CMD Program Tracker (CMDPT). Develops and maintains monthly education, recreation and volunteer calendar in Outlook accessible to all Tahoe staff. Assists with grant development pertaining to duty statement responsibilities. Inputs all CMD volunteer and recreation data into the Access system and CMDPT as appropriate.

Coordinates the instruction of flood, fire and emergency training and participates in emergency response when needed. Act as back-up grade CI when needed.

Desirable Qualifications: Desire to make a significant, positive difference in the youth and environment 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; perform physically demanding work; demand excellence from others; and lead by example; ability to take immediate action in life-threatening situations.

Who May Apply: Applicants currently at the Conservationist I 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 #16-1139 in the job title section of your State application.

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