

CCC CALIFORNIA CONSERVATION CORPS



1719 24th Street, Sacramento, CA 95816

Career Opportunity

January 25, 2016

- 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 II FULL TIME / LIMITED TERM (7 MONTHS)

SALARY

\$4,238 - \$5,263

FINAL FILING DATE

FEBRUARY 8, 2016

POSITION LOCATION

LOS ANGELES

RPA #16-1164

QUESTIONS ABOUT THE JOB

EDGAR LINO

213.744.2254

OR VISIT OUR WEBSITE:

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT

1719 24TH STREET

SACRAMENTO, CA 95816

Duties: Assist the CS to develop and write reimbursement project proposals that meet CCC project mandates, which include: provide public benefit; protection and enhancement of California's environment; and development of corpsmembers' job skills. Contact and meet with project sponsors to discuss and plan work projects and conduct safety inspections of work sites; update sponsors on project status; assist with the scheduling of work crews to various PSCW projects; integrate learning opportunities in work projects by

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

ensuring that each work project has a planned educational component that is related to the work project; enters project information in CADARS database tracking system.

Assist with the development of Job Hazard Analysis; work with CS to enforce all aspects of the Injury and Illness Prevention Program (IIPP) in relation to the PSCW activities; assist with project logistics including the purchase of tools, materials, and equipment.

May act as lead over Conservationist I staff supervising project work. Ensure the preparation and maintenance of daily and monthly documentation including work activities and accomplishment reports, daily time sheets, field files, corpsmember monthly evaluations, safety reports, accident reports, vehicle mileage logs, and other reports as required; develop and prepare project reimbursement data; organize and support "spike operations" and respond to natural disasters and other emergencies as needed.

Monitor procurement activities for the Satellite. Process invoices for payment. Maintain accurate equipment and property inventory; perform physically inventory accountable equipment and property on an annual basis. Ensure that movement of equipment outside the center shall be strictly monitored by means of an efficient check out/in system.

Oversee maintenance of supplies inventories. Maintain a control system to ensure proper levels of all goods and supplies necessary for center operations. Ensure a re-order point on inventories is established for center office and housekeeping supplies and Corpsmember uniforms and safety gear. Ensure safe storage of goods and materials and maintain a good key control system. Establish proper levels of supplies and equipment that will be maintained for use on field emergency operations; maintain proper storage systems for warehouse items. Maintain a records management unit for proper retention and disposition of center records. Develop and maintain a comprehensive vehicle maintenance program in accordance with the Department of General Services Fleet Administration.

Assist with the coordination of the corpsmember discipline program and Corpsmember Development (CMD) program (e.g. corpsmember evaluations and training, etc) in conjunction with the respective Conservationist I's and key staff members; monitor corpsmember discipline/CMD documents and assist Conservationist I's to ensure consistency of CMD and discipline systems.

Enforce CCC policies, standards and goals; maintains state property. Perform additional duties consistent with the CII classification.

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.

Who May Apply: Applicants currently at the Conservationist II 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 # 16-1164 in the job title section of your State application.