

January 11, 2019



California Coastal Commission

# JOB ANNOUNCEMENT

## STUDENT ASSISTANT OR ENVIRONMENTAL SERVICES INTERN OR YOUTH AID 9-MONTH LIMITED-TERM APPOINTMENT FULL-TIME OR PART-TIME SCHEDULE SAN FRANCISCO

The California Coastal Commission (Commission) is seeking three or more Student Assistant(s) and/or Environmental Services Intern(s) and/or Youth Aid(s) for its Records Management Program in San Francisco. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to implement the Coastal Act and to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

### **Under direction, the duties of the Student Assistant(s) and/or Environmental Services Intern(s) and/or Youth Aid(s) may include the following:**

- Collect, sort, prepare and scan documents; label and enter documents into the Coastal Data Management System (CDMS);
- Review data and assist staff with consolidation, data conversion and cleanup of data;
- Scan and convert paper based reports and documents into digital format for inclusion in the Commission's data systems and digital library;
- Retrieve electronic documents from the Commission's network resources to upload into the CDMS.
- Research, track and assist in resolving records management issues related to the CDMS and the Commission's Records Retention Schedule;
- Provide assistance in the shipping of boxed documents from the District Offices and the Headquarters Office to the State Records Center (SRC) for storage; organize and number boxes; maintain inventory in storage;
- Ensure documents are archived and properly located; maintain confidentiality;

**\*Duties will be commensurate with the classification at which an applicant is appointed.**

**Desired Qualifications:** The successful candidates will express an interest in the mission of the Commission, will demonstrate an aptitude for the work, and will demonstrate attention to detail. Good judgement, good communication skills and the ability to follow instructions and work as a team member are required. Computer skills and the ability to operate office equipment are critical.

**ELIGIBILITY:** Youth Aid: Applicants under the age of 18 years of age must possess an appropriate work permit required by the California State Education Code.

Student Assistant: Proof of application for, or enrollment as a student in, an appropriate college or university program.

Environmental Services Intern: **Either I** Equivalent to graduation from college with a major or a minor (or equivalent) in urban, regional or environmental planning, economics, natural resource management, ecology, geography, earth or natural science, engineering, architecture, law, or a related field. **Or II** Registration as a graduate student in a college or university of recognized standing in urban, regional or environmental planning, economics, natural resource management, ecology, geography, earth or natural science, engineering, architecture, law, or a related field. **Or III** Possession of a Master's or two years of graduate work toward a Doctorate Degree in Urban, Regional or Environmental Planning, Economics, Natural Resource Management, Ecology, Geography, Earth or Natural Science, Engineering, Architecture, Law, or a related field or possession of another advanced degree with significant graduate course work in these fields. **Or IV** Equivalent to graduation from a four-year college with any major and six months of intern experience as a college student or graduate undergoing supervised practical training comparable to Student Assistant, Graduate Student Assistant or Environmental Services Intern in a work assignment of a professional nature related to the environmental sciences or to planning, managing or regulating uses of land or water.

<b>SALARY:</b>	Youth Aid	\$11.44 per hour
	Student Assistant	Range A \$1,983-\$2,180 per month* Range B \$2,122-\$2,333 per month* Range C \$2,270-\$2,429 per month* Range D \$2,429-\$2,672 per month*
	Environmental Services Intern	Range A \$2,345-\$2,631 per month* Range B \$2,554-\$2,863 per month* Range C \$2,780-\$3,126 per month*

\*Salary will be determined using the Alternate Range Criteria. Salary will be pro-rated, if time base is part-time.

**CONTACT:** For information about the positions, contact Al Wanger or Melanie Wong at (415) 904-5200.

For information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free (866) 831-2540 or [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov).

**FILING:** The positions will be open until filled. We would like to fill the positions as soon as possible, so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be offered. Submit a State Application Form 678 (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)).

HUMAN RESOURCES OFFICE  
CALIFORNIA COASTAL COMMISSION  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219  
(415) 904-5430 / toll free: 1-866-831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

**Please indicate “Student Assistant” or “Environmental Services Intern” or “Youth Aid” in the Examination or Job Title section on the State Application Form 678.**

FOR MORE INFORMATION ABOUT THE CALIFORNIA COASTAL COMMISSION, WHAT WE DO, AND TO OBTAIN A STATE APPLICATION FORM 678, VISIT OUR WEBSITE AT: [WWW.COASTAL.CA.GOV](http://WWW.COASTAL.CA.GOV). IF YOU HAVE ANY QUESTIONS, YOU MAY E-MAIL US OR CALL THE ABOVE NUMBERS.

Equal employment opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

California Relay Service for the Hearing Impaired call 711