

March 6, 2018



California Coastal Commission

# JOB ANNOUNCEMENT

## STUDENT ASSISTANT OR ENVIRONMENTAL SERVICES INTERN

9-MONTH LIMITED-TERM APPOINTMENT

FULL-TIME OR PART-TIME SCHEDULE

VENTURA

The California Coastal Commission (Commission) is seeking a Student Assistant or Environmental Services Intern for its Records Management Program in Ventura. 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 duties of the Student Assistant or Environmental Services Intern will 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 candidate 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:** 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>	Student Assistant	Range A \$1,907-\$2,096 per month*
		Range B \$2,040-\$2,243 per month*
		Range C \$2,183-\$2,401 per month*
		Range D \$2,336-\$2,559 per month*
	Environmental Services Intern	Range A \$2,255-\$2,530 per month*
		Range B \$2,456-\$2,753 per month*
		Range C \$2,673-\$3,006 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 position in Ventura, contact Barbara Carey, South Central Coast District Manager or Deanna Christensen, South Central Coast Supervisor at (805) 585-1800.

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 position will be open until filled. We would like to fill the position 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)), a current resume, and a brief writing sample (5 pages or less).

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” and the location of the position 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