INTERN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

DEFINITION

To receive work experience and instruction in performing a wide variety of tasks that may include public contact and/or research; assists in the performance of skilled clerical, technical or professional duties.

CLASS CHARACTERISTICS

Incumbents in this class are restricted to at-will, unrepresented, non-benefited employment status. This class is designed to afford college students or recent graduates seeking entry-level level skills to gain practical work experience through projects which are related to educational and professional goals. Assignments are limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level departmental employees. As experience is acquired, the employee performs with less immediate supervision. Individuals employed in this class may be assigned to various City departments.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from a higher level employee.

Exercises no supervision

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Learn to assist with technical or professional work.

Learn to provide information to the public.

Learn to conduct studies, gather and analyze research data using standardized procedures.

Participate in assignments related to agency organization, procedures, and budget requirements; gather tabulates and analyze data for studies using computers and assists in developing presentations, charts, spreadsheets and other documents and materials.

Learn to prepare appropriate documentation for activities including administrative reports, progress reports, completion of forms or other work products.

Learn to interpret agency policies, rules and regulations.

Act as a resource to other departments by providing or researching information or referring to other organizations, agencies, programs and individuals in the course of assigned duties.

Intern

Attend and participate in standard activities such as staff meetings, in-service training, and workshops.

QUALIFICATIONS

Knowledge of:

Basic goals and principles of Public Administration.

General principles of organization, administration and management.

Methods used in budget and administrative analysis.

Ability to:

Learn to research, comprehend, interpret, and apply laws/legislation, rules, regulations, procedures, and related information; comply with laws, regulations, and professional practices.

Learn to collect and analyze data to establish/identify needs and evaluate program effectiveness.

Learn to initiate studies and prepare reports on administrative issues.

Plan, organize, and prioritize daily assignments and work activities.

Use computer assistance to gather and analyze data.

Maintain accurate records and document actions taken; use proper grammar, spelling, and punctuation.

Effectively communicate and interact with City management staff, department managers, the general public, and all other groups involved in the activities of the department both orally and in writing; communicate effectively with people of diverse socioeconomic backgrounds and temperaments.

Demonstrate tact and diplomacy; establish and maintain cooperative working relationships.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No Experience Required

Training:

Current enrollment in or recent graduate of an accredited college or university.

Intern

SPECIAL REQUIREMENTS

Possession of a valid Class C California Driver's License may be required.

Proof of enrollment in or degree received from an accredited college or university must be provided.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may not work more than 999 hours per fiscal year; unless approved the by the City Manager.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + 1bs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:

 up to 10 lbs:
 Occasionally

 11 to 25 lbs:
 Occasionally

 26 to 50 lbs:
 Never

 51 to 75 lbs:
 Never

 76 to 100 lbs:
 Never

 100 + lbs:
 Never

Grasping – firm: Occasionally

Finger dexterity: Occasionally to Frequently

Reaching forward: Occasionally
Reaching overhead: Occasionally
Pinch grasp: Occasionally
Grasp – light: Occasionally

Coordination - Eye-hand: Frequently

Eye-hand-foot: Never Driving: Occasionally

Talking - Face-to-face: Occasionally

Verbal contact: Occasionally

Intern

Public: Occasionally

Vision - Acuity far: Required

Acuity, near: Required
Depth perception: Required
Field of vision: Required

PHYSICAL DEMANDS (continued)

Accommodation: Required Color vision: Required

Hearing - Conversation: Frequently

Telephone: Occasionally to Frequently

Earplugs: Never

MENTAL REQUIREMENTS

Interpret instructions, Detailed uninvolved instruction, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Speaking-signaling, Serving, Taking instructions-helping, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Perform varied-complex tasks.

WORK ENVIRONMENT

Exposure to: Indoors, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Est. 12/2012