

YOUTH JOBS CORPS PROGRAM PARTICIPANT

DEFINITION

Under close supervision, performs duties and responsibilities consistent with career pathways developed for the Youth Jobs Corps Program (YJCP) grant.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The One Fresno YJCP program is fully funded through the Californians For All Youth Workforce Program which is a State of California Governor's initiative administered by California Volunteers in partnership with cities across California. The YJCP Participant classification was developed specific to this initiative to provide participants with practical work experience by focusing on successful skills development and mentorship in exposing Participants to career pathways with the City of Fresno. YJCP Participants must meet the eligibility requirements in order to serve as a Participant in this grant program. Incumbents perform paraprofessional or technical duties related to a focused career pathway and may include being provided job training, mentoring and wrap around services while they participate in the program.

YJCP Participants may be required to work various hours including nights, evenings and weekends as assigned and outdoors in various weather conditions. This position is at will and limited in duration consistent with the YJCP grant program.

Incumbents assigned to the Animal Center may be required to work nights, evenings, weekends, and holidays; will be exposed to a working environment with animals (primarily dogs and cats) which may lead to possible exposure of unpleasant odors and noises, allergens, interactions with animals, and possible exposure to zoonotic diseases; and will be required to handle and restrain animals humanely and safely using approved protocols and practices.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include but not limited to the following depending on the assignment:

Performs various tasks in support of assignment area, such as budget, accountancy, information technology, personnel, engineering, planning, and general office work.

Conducts surveys over the phone or in the field.

Conducts research via the internet and/or in the field using standard reference materials, interviews, and field observation.

Responds to requests for information and access relevant files.

Assists in the compilation and interpretation of statistical and other types of information.

Prepares administrative memos, violation notices, and/or informational material for use by administrative or other staff.

Reads, understands and interprets regulations, ordinances, laws, departmental policies, rules and instructions related to public nuisance/abatement.

Assists administrative staff with scheduling of meetings and conference room reservations, data-entry, mail handling, shredding, filing, logging information, fingerprint scheduling, document scanning, answering phones, completing routine forms and inquiries, ordering office supplies, and other general clerical duties.

Operates standard office equipment such as copiers, printers, laptops, desktop computers, calculators, shredders, and/or other office equipment.

Assists with various human resources functions, including recruitment, risk management, training and/or labor negotiations.

Provides general accounting support by collecting and processing payments and providing cost estimates.

Collects payments over the counter and through the mail; balances cash drawer and prepares deposits; prepares daily cash activity report.

Assists customers at reception desks and/or public counters.

Responds to customer service calls to assess needs and de-escalate complaints.

Assists in grant writing efforts.

Assists in the preparation of layout and graphic design work, including logos, reports, flyers, brochures, and/or other applicable items; prepares submitted jobs and digital files for production; operates a variety of equipment such as high speed copiers, collators, paper cutters and drills, folders, wide format and bindery equipment, and postage machines.

Assists with various software programs and/or applications, such as Accela, Rec Trac, POS systems, and GIS.

Assists employees in the troubleshooting of technology issues and/or projects.

Utilizes GIS desktop tools, assists with development, updates and publishing of mapping applications and maps, performs data collection and analysis, or assists with the writing and maintaining of reports and programming of database reports, forms and queries.

Assists with the installation and maintenance of end-user computer operating systems and applications software or hardware; Assists with administering network functions such as restoring printer services, logon procedures, file management, maintenance of the City's email, and problem call tracking; Records trouble calls into the problem tracking system and provides follow-up support through resolution.

Receives training on and assists with monitoring of Cybersecurity system dashboards and alerts; utilizing Open-Source Intelligence tools to verify threat information and severity; generating reports on threat intelligence; and editing and updating existing block lists based on current Cybersecurity intelligence.

Receives training on and operates and maintains mechanical equipment at the water treatment facilities, which includes but is not limited to chemical feed systems, water pumps, and mixers.

Receives training to control the treatment of wastewater through the operation of pumps, motors, and valves utilizing manual, automatic and programmable systems.

Receives training and utilizes a local area computer network and distributed control system in the routine operation and monitoring of the treatment facility and the collection and maintenance of plant operational data.

Receives training on and operates and maintains mechanical and/or light equipment and/or uses various hand tools at City facilities.

Receives training on and performs minor routine cleaning, maintenance and repair on cars, trucks, and buses, including but not limited to, changing tires and replacing accessories, such as light bulbs, fan belts, air filters, and windshield wiper blades.

Receives training on and performs general, preventative, and repair maintenance on equipment and related duties at various City facilities.

Performs a variety of duties involving manual labor in the operation, maintenance, and cleaning of City buildings, equipment, facilities and property.

Assists in minor repairs and maintenance of vehicles; assists in washing, loading, and unloading vehicles.

Assists other maintenance personnel performing skilled operation, maintenance and/or construction of City equipment and facilities.

Assists with various general engineering functions including design, special projects and/or traffic operations.

Receives training on and provides general custodial or janitorial services, grounds keeping, general light or heavy manual labor in construction and building maintenance of City parks and facilities, inspection, modify and/or repair of irrigation systems, graffiti removal or other labor-related duties.

Assists with event coordination, media and marketing, and public outreach.

Assists with the coordination of special events and programming, such as camps, mobile science, youth development and community services activities; assists staff with program implementation and monitoring.

Assists with plan reviews and/or fieldwork to support City planning projects.

Incumbents assigned to the Animal Center may be required to handle and restrain animals humanely and safely using approved protocols, personal protective equipment (PPE) and practices including assisting in cleaning and disinfecting kennel areas, food dishes and equipment along with feeding and exercising animals.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

May include but not limited to the following depending on the internship assignment:

Knowledge of:

Basic research methods and sources.

Report writing techniques.

Standard office practices and procedures.

Local geography including the location of streets, public buildings, and other public facilities.

Computers, networks, software and communications systems.

Tools and equipment used in the maintenance of cars, trucks, buses, and other equipment.

The use and care of mechanical equipment and of the tools, practices, and precautionary requirements involved in the building trades.

Skill/Ability to:

Perform routine work including maintaining records and preparing reports.

Read, understand and interpret regulations, ordinances, laws, departmental policies, rules and instructions.

Assess and provide support to the preparation of programs based upon community needs.

Read and interpret engineering maps and records.

Understand and complete simple check lists, supply forms, product labels, material safety data sheets, report forms, and related paperwork.

Perform manual labor for extended periods and under adverse weather conditions.

Effectively utilize GIS technology.

Learn the various operational procedures and safety practices involved in the day-to-day operation of a water/wastewater plant.

Research, collect, compile and interpret data.

Establish and maintain effective working relationships.

Maintain sanitization and disinfection standards of animal kennels, cages, food dishes and other equipment.

Observe and maintain a safe working environment in compliance with established safety programs and procedures.

Follow oral and written instructions.

Operate modern office equipment including computer equipment.

Incumbents assigned to the Animal Center may be required to handle and restrain animals humanely and safely using approved protocols, personal protective equipment (PPE) and practices.

Problem solve.

MINIMUM QUALIFICATIONS

Must meet age and eligibility requirements for the YJCP grant program.

Special Requirement(s):

Possession of a valid California Driver's License may be required at time of appointment, depending on the nature of the specific assignment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 12/15/2023

New: 8/28/2023

Revised: 12/14/2023