



## Council Agenda Report

**From:** Kristin Ferravanti, Capital Projects Assistant Engineer

**Subject:** Authorize Creation of a Part-Time Staff Assistant III (Intern) Position to Utilize an APWA Internship Award

**Date:** September 7, 2017

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### Facts

1. The American Public Works Association's (APWA) Central Coast Chapter annually awards scholarships and sponsors internships to worthy students interested in a career in public works. The Chapter serves as liaison between students and public works agencies willing to hire interns during the summer or school semester. APWA's goal is to place engineering students with cities, counties, districts, or private firms to give students the opportunity to gain some valuable work experience.
2. Staff identified opportunities for an intern to assist with work consistent with the APWA's internship intentions and provided a proposal to APWA for sponsorship consideration.
3. The City is a recipient of this year's APWA Central Coast Chapter Internship scholarship award for \$3,000.
4. The Public Works Department currently does not have a position for a part-time Staff Assistant III (intern) in the Public Works Department to be able to recruit for an intern.
5. Once the recruitment is initiated, the position will be held open until filled, and will be open to external engineering student candidates.
6. The position would require between 10 and 20 hours of work per week for 6 to 7 weeks (not to exceed 120 hours) and would be revenue-neutral as the amount of the APWA award would fund the pay at the bottom tier of a Staff Assistant III for the duration of the internship.
7. Among other duties, the selected candidate will be working with Staff to inventory and update the City's record drawings database and assist with construction management.

### Options

1. Do nothing;
2. Adopt Resolution 17-XXX authorizing the City Manager to create a part-time Staff Assistant III (intern) position in the Public Works Department to utilize the \$3,000 APWA internship award, or;
3. Amend the above option;
4. Refer back to staff for additional analysis.

### Analysis and Conclusions

If we do nothing, we will not take advantage of the APWA award to fund an internship.

If Option 2 is selected, staff will recruit for an intern position under the Staff Assistant III classification and the intern can assist with projects Staff may otherwise not have capacity to complete, at minimal cost to the City.

**Fiscal Impact**

Minimal fiscal impact as the APWA internship award will fund the position for the duration of the internship. After the internship is complete, the position would not be refilled without direction from Council.

**Recommendation**

Approve the Resolution authorizing the City Manager to create a part time Staff Assistant III (intern) in the Public Works Department (Option 2).

**Attachments**

1. APWA Award Letter.
2. Staff Assistant III classification description.
3. Resolution 17-XXX

August 3, 2017

Ms. Kristin Ferravanti  
City of Paso Robles  
1000 Spring Street  
Paso Robles, CA 93446

**RE: Contribution to Fund Internships for Engineering Students**

Dear Kristin,

Congratulations! I am pleased to announce that the City of Paso Robles is a recipient of this year's APWA Central Coast Chapter Internship scholarship award in the amount of \$3,000. Receiving this scholarship is an honor and recognition of your agency's achievements. We received multiple top quality applications this year, and your application stood out above the others as both well qualified and deserving.

APWA Central Coast is proud to support your internship program. Your dedication to public works through training the next generation of professionals exemplifies your commitment to serving the community.

To receive your award, please submit a brief reimbursement request for your intern expenses not to exceed \$3,000. Also, we request that you send a photo of your intern (action photo preferred) for the Chapter's use in promoting the program to the next generation of public works professionals. Feel free to contact our Chapter Scholarship Chair, Larry Kraemer, with any questions at (805) 544-74072.

Best Regards,

A handwritten signature in blue ink that reads "David M. Athey". The signature is written in a cursive style with a large initial "D".

David Athey, PE  
2017 APWA President

**STAFF ASSISTANT SERIES**  
**Staff Assistant Aide, I, II, III, IV**

**DEFINITION**

A classification series for part-time positions which provide clerical, program, and/or maintenance support to, and/or coordinate program activities for, an organizational unit. Generally assignments may include customer service/marketing, information coordination/retrieval, cashiering, data entry/word processing, maintenance, and/or program specific duties.

**CLASSIFICATION CHARACTERISTICS**

~~This classification series, to which only part-time positions are allocated, is distinguished from classifications utilized for regular administrative, maintenance, and program positions, in that the scope of assigned duties is generally less varied and/or comprehensive.~~

- Staff Aide**            A basic level class which is responsible for a variety of routine functions under very close/instructional supervision.
- Staff Assistant I**    A general support level class which performs a variety of routine clerical/program/maintenance/functions under immediate supervision. Generally incumbents serve to support higher level Staff Assistants and/or other higher level personnel. Positions in this class perform duties which are routine and repetitive in nature, some may require specialized training. Typically activities may include computer processing, maintenance, filing, assisting with program activities, assisting public in crossing streets, lifeguarding.
- Staff Assistant II**    A journey level position distinguished from Staff Assistant I by the assignment of a wide variety of clerical/program/maintenance activities. Under general supervision incumbents perform a range of support duties, which may require specialized certification. Typically activities may include performing a variety of clerical duties, overseeing day-to-day program maintenance, overseeing facility use, instructing in water safety; may coach personnel in the Staff Assistant I class.
- Staff Assistant III**    A lead and/or advanced journey level class distinguished from Staff Assistant II by diverse administrative, program, technical, or maintenance support activities. Work requires independent judgment, generally serving to relieve and augment higher level personnel or serving as lead worker, and/or provide specialized staff support services at a skilled administrative/technical support level. Incumbents typically review and recommend processes and procedures pertinent to immediate work assignment, may oversee lower level Staff Assistant classifications, and take responsibility for specific support activities of a unit on a day-to-day basis. Depending on field of study, class may serve for internship purposes for accredited college/university credit/certification.
- Staff Assistant IV**    A coordinator level class distinguished from Staff Assistant III by quasi-professional program support responsibilities. Generally incumbent serves to coordinate specialized functions/programs. Typically incumbents carry out and/or coordinate assigned program activities with only general direction concerning assignments, major features, and program/policy parameters. Incumbents refine assignment specifics, identify approaches from a range of alternatives, identify and assemble required resources, conduct cost benefit analysis, and prepare budgets. Incumbents may oversee day-to-day operations of programs. Depending on field of study, class may serve for graduate internship purposes for accredited graduate level college/university credit/certification.

**KNOWLEDGE AND ABILITIES** (appropriate to assignment)

Requirements are provided as examples only; select position and/or assignment may require additional and/or select knowledge, skills, abilities, education, experience, and/or certificates.

- Knowledge of:**
  - \* Office/administrative practices including record keeping, filing, operation of basic equipment used in assignment;
  - \* Business math, proper English usage;
- Staff Assistant I**
  - \* Policies and procedures of City and assigned unit;
  - \* Techniques, materials, equipment, and supplies used in program area;
  - \* Rules/laws/codes of safe practices governing program specialty area;
  - \* Safe work practices and regulations;
- Staff Assistant II**
  - \* Operation of all equipment used in specialty area;
  - \* Principles and practices relating to specialty area, i.e., instruction techniques in water safety and children's programs;
- Staff Assistant III**
  - \* Principles of supervision, training, and performance evaluation;
  - \* Methods of report writing;
  - \* Applicable federal, state, and local laws, rules, and regulations pertaining to specialty area;
  - \* Budgetary practices;
- Staff Assistant IV**
  - \* Techniques of program coordination and operation.

**Ability to:**

- \* Understand and follow oral and written instructions;
- \* Communicate effectively verbally and in writing;
- \* Establish and maintain effective and cooperative working/customer relationships;
- \* Learn to perform support work accurately;

**Staff Assistant I**

- \* Perform detailed office/program/maintenance support work accurately, independently, and against deadlines;
- \* Organize and maintain resource materials/records, and make calculations;

**Staff Assistant II**

- \* Prioritize work and handle a variety of, and several, activities simultaneously;
- \* Compose correspondence, reports, forms, etc., from brief instructions;
- \* Oversee groups of program/facility users;
- \* Maintain facilities, furniture settings in specialty area;
- \* Use initiative within established guidelines;

**Staff Assistant III**

- \* Supervise, train, and evaluate assigned staff;
- \* Properly interpret, and make recommendations in accordance with laws, regulations, and policies;
- \* Regularly exercise independent judgment in fulfilling responsibilities;

**Staff Assistant IV**

- \* Analyze, recommend, and implement program alternatives/components;
- \* Coordinate program activities/components.

**EDUCATION AND EXPERIENCE** (minimum requirements)

**Education**

**Staff Aide**

**Staff Assistant I**

Currently enrolled in a post elementary education program leading to High School equivalency

**Staff Assistant II & III**

Equivalent to graduation from High School

**Staff Assistant IV**

Equivalent to graduation from a State Board of Education approved and/or accredited two year college

**Experience**

**Staff Aide**

**Staff Assistant I**

Previous work or volunteer experience

**Staff Assistant II**

One (1) year previous work experience in area of specialty, or an intern in an accredited college/university undergraduate program

**Staff Assistant III**

Two (2) years general work experience in area of specialty, or one (1) year (season) equivalent to Staff Assistant II, or an intern in an accredited college/university graduate school program

**Staff Assistant IV**

Two (2) years responsible local governmental quasi-professional/administrative experience, or four (4) years (season) equivalent to Staff Assistant III

**Special Requirements**

Certifications are required for selected assignments, i.e., Lifeguard, Water Safety Instructor, Child Care licensing, Library credential

Staff Assistant I, II, III, & IV may be required to have a valid appropriate class California Motor Vehicles Operator's license

**Other**

For certain maintenance/facility assignments, must possess sufficient strength to lift objects weighing up to ninety (90) pounds, perform sustained physical labor, and work outdoors in a variety of weather conditions

RESOLUTION NO. 17-XXX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES  
AUTHORIZING THE CITY MANAGER TO CREATE A PART-TIME STAFF ASSISTANT III  
(INTERN) POSITION IN THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the American Public Works Association's (APWA) Central Coast Chapter annually awards scholarships and sponsors internships to worthy students interested in a career in public works. The Chapter serves as liaison between students and public works agencies willing to hire interns during the summer or school semester. APWA's goal is to place engineering students with cities, counties, districts, or private firms to give students the opportunity to gain some valuable work experience, and

WHEREAS, Staff identified opportunities for an intern to assist with work consistent with the APWA's internship intentions and provided a proposal to APWA for sponsorship consideration, and

WHEREAS, the City is a recipient of this year's APWA Central Coast Chapter Internship scholarship award in the amount of \$3,000.; and

WHEREAS, the Public Works Department currently does not have a position for a part-time Staff Assistant III (intern) in the Public Works Department to recruit for an intern.

WHEREAS, the position would be revenue-neutral as the amount of the APWA award would fund the pay at the bottom tier of a Staff Assistant III for the duration of the internship.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. All of the above recitals are true and correct and incorporated herein by reference.

Section 2. The City Council hereby approves the creation of a part-time Staff Assistant III (intern) position in the Public Works Department.

Section 4. This Resolution shall take effect on the date it is approved by the City Council.

APPROVED this 7<sup>th</sup> day of September, 2017, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

ATTEST:

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Steven W. Martin, Mayor

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Kristen L. Buxkemper, Deputy City Clerk