



Accepting Applications for **STUDENT INTERN**

(Assignment in a City of San Pablo Department or Division)

Temporary; Part-Time; At-Will Employment

\$13.00 per hour

(up to 100 hours)

Final Filing Date: March 5, 2020 at 5:00 p.m., or first 100 applications (whichever occurs first)

Applications MUST be submitted online at www.GovernmentJobs.com

About the City: The City of San Pablo is located in the San Francisco Bay Area and has a population of approximately 29,000. The City is seeking an energetic person with a positive “can-do” attitude who enjoys working in a diverse community.

About the position: The City of San Pablo is seeking summer interns to provide administrative support to a City Department or Division while gaining exposure to and knowledge of the entire city government, its structure and inner workings. For additional information about the position, see the [Job Description page](#) of the City’s website.

This is an "at-will" employment opportunity with the City, without expectation of indefinite employment, and where the employment agreement may be terminated at any time without cause and within the total discretion of the appointing authority.

Experience and Training: No experience required but an ideal candidate will have a great attitude, willingness to learn, and currently be enrolled in high school or GED program, or be a recent high school graduate.

Required license and certificate: None required.

Other Requirements:

- The program is 5 weeks from July 6th– August 6th. Interns work up to 20 hours a week Monday – Friday, depending on the needs of the department or division.
- Work readiness training may be offered the week prior to the start of the program.
- A mandatory program orientation will be held on the first day of the program.
- The program ends with a mandatory presentation to City Council on Monday, August 3rd or Monday, August 17th.
- The successful candidate having been offered employment, if a MINOR, must have a valid work permit.
- The successful candidate having been offered employment will be required to have a bank account to their name for direct deposit payment. No exceptions. Parent/guardian bank accounts are not accepted, and live checks will not be issued. A voided check or direct deposit slip with the candidate’s name must be submitted upon request.
- The successful candidate having been offered employment will undergo background investigation and fingerprinting. Minors will be required to be accompanied by a parent/guardian.
- The successful candidate having been offered employment will have to complete a Pre-employment Medical Questionnaire, with possible Medical Examination. MINORS will be required to have parent consent in submitting their Pre-employment Questionnaire.

- The successful candidate having been offered employment may be required to pass a City-paid pre-employment medical examination which may include TB testing.
- The successful candidate having been offered employment will need to present valid identification, which may include one or more of the following: U.S. Passport, School Photo ID, Driver's License, CA ID, Social Security Card, and/ or Birth Certificate. Please do not submit any of these until requested to do so.

How to apply: Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Recruitment timeline: Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. **Interviews: last week of March or beginning of April. Start Date: July 2020**

Background investigation and Pre-employment medical examination: Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which includes TB testing. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Please respond in detail to the questions below, as they will be used as a screening criteria. They are due at the submission of the application.

1. What grade are you currently in for the 2019-20 school year?
2. Are you a member of a pathway/academy at your school? If so, which academy or pathway?
3. How did you hear about this opportunity?
 - City website
 - Flyer
 - Facebook
 - Recreation Activity Guide
 - School/ Teacher
 - Family member/ friend
 - City Staff
 - Other, please specify _____.
4. Why are you interested in being an intern at the City of San Pablo and name two or more reasons how this program supports your future goals? *Please respond in detail to this question, as it will be used in determining which candidates move forward in the process.*

5. What activities sounds most interesting to you for your internship placement? Select your top three.
- Hands-on, physical work such as cleaning creeks, picking up litter, and learning how to fix things
 - Organizing papers, creating files, and scanning information into the computer
 - Designing flyers, banners and other marketing material, including social media posts
 - Entering data into a computer program, such as Excel, Survey monkey
 - Planning an event, including sending invitations, placing orders, setting up, and other related tasks
 - Interacting with community members and customers on a daily basis
 - Working with kids to lead activities for them to learn and play
 - Working with Seniors at a Senior Center to help them be connected to programs and resources
 - Assisting staff with coordinating the summer intern program, and being the lead communicator between interns and staff to make it a great experience for interns
6. What software do you have experience using and give examples of what you used it for? Select all that apply.
- Word
 - Excel
 - Publisher
 - PowerPoint
 - Outlook
 - Adobe Photoshop
 - Other, please specify _____.
7. Do you have any plans that could interfere with the program dates (July 6– August 6), and presentation to City Council (August 3 or 17)? (i.e. Summer classes, family vacation, another job, etc.)