



# 2017 Summer STEPS Internship Program

## Strides Towards Entering Public Service



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2017 Summer STEPS Internship Program • 1110 West Capitol Avenue • West Sacramento, CA 95691

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## PURPOSE

The City of West Sacramento has established a paid student summer internship program to provide students with practical work experience related to their academic major. This program provides the City with the opportunity to invest in our future workforce and demonstrate how students can have the career they want in local government while serving their community.

## INTRODUCTION

### INFORMATION ABOUT THE PROGRAM

The City of West Sacramento (City) offers the Summer STEPS Internship Program (Program) to high school juniors and seniors at least 16 years of age as well as incoming college students, current college students, and students pursuing graduate degrees. The Program is an extremely valuable experience for students. It is designed to offer the student an opportunity to incorporate realistic and practical work experiences, not normally achievable in a classroom setting, into their academic programs. This objective is achieved by providing a supervised work experience for the student that enhances the student's academic expertise, proficiency, and problem-solving abilities. It also enables a student to gain insights into municipal government for which they have demonstrated an interest for future employment. It provides contacts and networking opportunities to assist in securing possible future employment within the City. In addition, the program offers great benefits to the City. The City will gain the services of dependable, conscientious, motivated, and knowledgeable students who are able to think critically, work on special projects, and bring a helping hand and a fresh perspective.

### INFORMATION ABOUT THE CITY OF WEST SACRAMENTO

Riverfront beauty, small town charm, outstanding transportation access and proximity to an extensive array of offerings are just a few of the reasons over 49,000 residents call West Sacramento home. Located just across the Sacramento River from the State Capitol, the City offers its residents and businesses a convenient location, quality housing choices, and numerous opportunities to work and live in the same community. Residents and visitors alike enjoy 22 neighborhood parks, including miles of hiking trails and direct river access for fishing and boating, viewing the river, picnicking, or enjoying concerts at the River Walk Park. Baseball games, concerts, and spectacular fireworks are regularly enjoyed at Raley Field, home of the Triple A River Cats. West Sacramento is at the heart of a thriving metropolitan area whose cultural offerings include ballet, opera, philharmonic, Community Theater, and art and history museums. West Sacramento is a community where residents can enjoy every stage of their lives. It is a community characterized by positive energy and an outlook driven by hard work and innovation for the future.

## PROGRAM OVERVIEW

### ELIGIBILITY

In order to be eligible to participate in the Program, the intern must:

- Be a high school junior or senior 16 years of age or older OR be enrolled in an accredited college/university or a graduating high school senior enrolled in an accredited college/university.
- Be able to work in the US.
- Submit an official City application form, resume, and supplemental questionnaire.
- Must demonstrate a desire to pursue a career in public sector.
- Priority will be given to Washington Unified School District (WUSD) students who are enrolled in a career-driven pathway or academy. Secondary preference will also be given to other Washington Unified School District students and graduates, and West Sacramento residents.

### PROGRAM TERM

Internships are offered for an 8-week period during the summer.

## COMPENSATION

All interns will receive compensation for hours worked. Compensation will be in the form of an hourly wage. All interns will work as at-will employees of the City. Extra help positions with the City are not eligible for any City provided benefits other than those required by law.

The levels of student intern classifications are based on educational levels rather than job duties. The level of appointment is governed by a determination of the student's standing with respect to his/her degree objective and not simply by number of units earned.

Level	Criteria	Responsibility
Student Intern – Level I \$10.50-\$11.50/hour	<ul style="list-style-type: none"><li>• High School juniors and seniors, 16 years of age or older</li></ul>	Closely supervised and work as assistants. Responsible for learning the Department's policies, procedures and methods of operation; collecting and tabulating data; and learning how to interpret such.
Student Intern – Level II \$11.75-\$13.25/hour	<ul style="list-style-type: none"><li>• Incoming 1st or 2nd year college or university students</li><li>• Community College students</li></ul>	In addition to the above, Level II Student Interns should be able to evaluate information gained in accordance with established policies and procedures and assist professional staff members in ongoing project work.
Student Intern – Level III \$13.50-\$15.00/hour	<ul style="list-style-type: none"><li>• Incoming 3<sup>rd</sup> or 4<sup>th</sup> year college/university students<ul style="list-style-type: none"><li>○ Student Interns at this level must work in their chosen field of study</li></ul></li></ul>	Level III Student Interns would be able to perform all of the above and to participate in project work in an increasingly responsible role. They could also participate in team analysis of problems and in preparation of reports under the supervision of professionals.
Student Apprentice \$15.00-\$20.00/hour	<ul style="list-style-type: none"><li>• Professional and graduate school students<ul style="list-style-type: none"><li>○ Student Interns at this level must work in their chosen field of study</li></ul></li></ul>	In addition to all of the above, the Level IV Student Intern, under the supervision of professionals, could assume responsibility for preliminary studies, analyses, and recommendations on systems, devices, machines, and procedures of the department.

*Salary increases at \$0.25 increments*



## REQUIREMENTS/RESPONSIBILITIES OF THE INTERN

Interns are chosen through a competitive selection process. In order to be considered for participation and retention in the program if selected, the intern shall adhere to the following requirements and responsibilities:

### ACCEPTANCE

- Be a high school junior or senior 16 years of age or older **OR** be enrolled in an accredited college/university, or a graduating high school senior enrolled in an accredited college/university
- Be able to work in the US
- Submit an official City application form, resume, and supplemental questionnaire.
- Must demonstrate a desire to pursue a career in public sector.
- Be available for an in-person panel interview. For those applicants who are unable to participate in an in-person panel interview, a Skype interview may be arranged

### PARTICIPATION

- Prohibited from working in excess of 40 hours/week unless specifically required by the participating Department
- Mandatory attendance at all orientation sessions provided by the City which may include such sessions as, but not limited to, Organizational Structure, Work Expectations, Personnel Policy Review, Work Procedures Review, and Safety Instructions
- Strict adherence to all City and Department policies such as, but not limited to, attendance and work hours, conduct, work rules, and all procedures governing professional staff behavior
- Shall follow the Department requirements and complete all assignments in a timely, satisfactory manner
- Shall take part in all performance evaluation sessions, including an end of program evaluation with a designated Staff member

### EVALUATION

- Each participating Department formally evaluates the Intern at the end of the Program term (a copy of the Formal Evaluation Form is attached)
- Participating Departments may also evaluate the Intern on a weekly or bi-weekly basis as well
- Effective and constructive feedback will be provided to the Intern over the course of the term

## RESPONSIBILITIES OF THE PARTICIPATING DEPARTMENTS

Participating Departments need to develop job tasks and special projects so that the Program is meaningful and challenging to the Intern. The structure is based on an 8-week term. The Program should include a broad spectrum of responsibilities so that the Intern gains a better understanding of the Department's functions, its relationship to the overall organization of a municipality, and the organizational structure of a city government as it relates to services provided to residents, citizens, and visitors. A certain level of responsibility is associated with the position. A department representative should structure the Program to further the Intern's academic goals and expose the Intern to all facets of working in a municipality.

## POSITIONS AVAILABLE

This program gives students an opportunity to work in the fast-paced environment of the City of West Sacramento. Each Department has its own unique goals geared toward delivering services to the City of West Sacramento residents and will be assigned a minimum of two interns for the summer term.

## **ADMINISTRATIVE SERVICES**

The Administrative Services Department is comprised of three separate functions: Finance, Human Resources, and Information Technology.

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### **FINANCE**

The Finance Division oversees the fiscal affairs of the City and provides related financial services. These services include budgeting, investment, cash management, accounting, payroll, collection of taxes, fees and fines, and other financial services.

Some of the activities of the Finance Division include:

- Recording of revenues and management of City expenses
- Issuance of bonds and other debt
- Management of the City's financial portfolio
- Preparation of payroll for City employees
- Formation and management of Community Facility Districts
- Preparation of the City's budget and CAFR

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### **HUMAN RESOURCES**

The Human Resources Division works with all City departments and divisions to provide and maintain a productive workforce. Some of the activities and services the Human Resources Division provides to its customers are listed below.

- Conducts the City's recruitment and testing activities.
- Maintains the City's salary schedule and authorized position list.
- Develops, updates and revises classification specifications and ensures that employees are appropriately classified.
- Coordinates training activities.
- Provides guidance to departments on the interpretation of the Personnel Rules, Administrative Policies, and Memoranda of Understanding.
- Maintains all personnel records.
- Participates in labor negotiations and employer/employee relations activities.
- Coordinates the worker's compensation program.
- Co-manages the employee health and welfare programs.
- Conducts employee appreciation and recognition programs.
- Shares in the payroll processing function by maintaining and updating the Human Resources component of the HR/Payroll system.

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### **INFORMATION TECHNOLOGY**

The Information Technology (IT) Division of the City Manager's Office manages all technology citywide. This includes things such as processes, computer software, Geographic Information Systems, computer hardware, programming support. IT performs a variety of functions that range from installing application to designing networks and databases. Duties include data management, networking, database and software design, as well as management and administration of entire systems.

- Network & Telecommunications - This group is responsible for design, implementation, support and maintenance of City servers, routers, switches, firewalls, and telephone systems.
- Geographic Information Systems (GIS) - This group is responsible for design, implementation, support and maintenance of citywide GIS services as outlined by the City's GIS Strategic Plan.



- Application Development - This group is responsible for design, implementation, support and maintenance of in-house, Internet, database and key 3rd party applications and systems.
- Helpdesk & Application Support - This group is responsible for the setup, support and maintenance of all City desktops, laptops, Toughbooks, printers and 3rd party software in use by the City.

## **CITY MANAGER'S OFFICE**

The City Manager's Office is comprised of four separate functions: Administration, City Clerk, Community Relations, and Risk Management.

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### **CITY CLERK**

The City Clerk's Office performs a variety of professional and administrative duties in accordance with the Elections Code, Public Records Act, Political Reform Act, Brown Act, and Municipal Code.

- Legislative/Advisory Support - Prepares the agendas, synopsis, and minutes of the City Council, Finance Authority; River City Regional Stadium Financing Authority; Successor Agency Oversight Board; and Port Commission meetings. The City Clerk or a staff member attends all meetings.
- Elections Administration - Administers municipal elections according to the Elections Code, including candidate statements, ballot measures, petitions, arguments, impartial analyses, campaign reporting, and legal advertising.
- Records Management - Manages the citywide automated legislative history index and the retention and retrieval of official documents ensuring compliance with the Public Records Act. Works with IT to research programs and/or policies for effective records management of electronic files. Oversees scanning of vital documents in a timely manner.
- Procedural - Maintains list of City owned property and easements and maintains the City's Conflict of Interest Code.
- Document Processing/Follow-up - Manages the processing/follow-up of all actions approved by the City Council, through coordination with various agencies, departments and timelines.
- Boards & Commissions - Serves as liaison with staff and members in securing applicants, completing appointment process, and maintaining rosters. Provides Brown Act education to appointees and ensures compliance with Fair Political Practices guidelines. Ensures required meetings are held in timely fashion and also coordinates an annual recognition event.
- Website Information - Coordinates the electronic availability of all agendas, minutes, staff reports and video streaming of City Council and Port Commission meetings.

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### **COMMUNITY RELATIONS**

The Community Relations Division works with all City departments, the general public, media representatives, and community-based civic and service organizations to create a climate of positive public relations. Activities include preparation and distribution of the community newsletter; preparation of press releases, speeches, reports, correspondence and other informational material; event coordination and production; and maintenance of a community calendar.

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### **RISK MANAGEMENT**

Claims filed against the City of West Sacramento are initially reviewed by the City Manager's Office. Whatever investigation is necessary to determine if the City has any liability will be initiated upon receipt. Such investigation may entail referring the claim to a third party claims adjuster. The City has 45 days by law to respond. Any claims that cannot be settled for less than \$5,000 will be sent to the City's claims adjuster for handling.

## **ECONOMIC DEVELOPMENT & HOUSING**

The Economic Development and Housing Department (EDH) is responsible for all functions of the City related to economic development and affordable housing. The Department also oversees the management of the Port of West Sacramento. Department personnel and operations are fully funded by the Community Investment Fund and the Port Fund.

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### **ECONOMIC DEVELOPMENT**

If you're looking to locate or expand a business in West Sacramento or find the right property for your project, the Economic Development & Housing Department is your initial point of contact and concierge at City Hall. We deliver superior customer service, provide key information, and offer unique resources to the business and real estate development community. Our knowledgeable and experienced staff can assist your project with everything from locating available properties, to obtaining fee estimates, to identifying incentives, and everything in between.

The Economic Development and Housing Department also collaborates with other City departments to provide infrastructure financing tools and to create opportunities for public-private development partnerships on City-controlled real estate

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### **HOUSING & COMMUNITY INVESTMENT**

The Housing Division develops and implements programs, policies, and projects that help assure an adequate supply of quality housing alternatives for West Sacramento residents, and that support the City Council's vision through infrastructure investments.

In collaboration with the Economic Development Division of the City Manager's Office and other City departments, the Housing Division plays a key role in the implementation of the Community Investment Action Plan, the City Council's roadmap for public investments that will continue the legacy of success established by the City's redevelopment program.

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### **PORT OF WEST SACRAMENTO**

The inland Port of West Sacramento is situated at the heart of the Sacramento metropolitan area and centered in one of the richest agricultural regions in the world. The Port opened in 1963, primarily to serve the Northern California rice industry, and is capable of handling an array of cargo commodities through its facilities. The Port is located 79 nautical miles from San Francisco with direct access to Suisun Bay provided via the 40-mile Deep Water Ship Channel, which is maintained at a depth of 30 feet.

In 2006, the City of West Sacramento assumed responsibility for the Port, and in 2013 the Port Commission adopted the Port Business Plan, which implemented a new landlord-lessee operating model. As of July 1, 2013, SSA Marine leases and operates the Port's North Terminal cargo facilities.

The Port manages several other leases and owns over 300 acres of vacant, developable property surrounding the North Terminal.

## **COMMUNITY DEVELOPMENT**

The Department of Community Development is comprised of five separate functions: Building, Code Enforcement, Development Engineering, Planning, and Housing and Community Investment.

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### **BUILDING**

The Building Division is a division of the Community Development Department. We review building permit applications for compliance with State and local building codes (structural, electrical, mechanical, plumbing, and energy efficiency) and provide inspection services for all building related construction.

Our mission is to make sure buildings and sites in West Sacramento are safe and habitable for people to live, work and play. In cooperation with the Community Development, Planning and Engineering Divisions, and other agencies, our obligation is to enforce the intent of legally established codes and regulations without unnecessary impact on owners, builders, and designers. We strive to be pro-active, creative, helpful, and responsive with an empathic understanding of customer needs. We encourage willing compliance through promoting public awareness and administer regulations in a thorough, fair, and unbiased manner.

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## CODE ENFORCEMENT

The Code Enforcement Division works to improve the quality of life in West Sacramento's neighborhoods through awareness, education, and enforcement. Code Enforcement exists not to punish individual property owners, but to maintain the greater good of the community by achieving voluntary compliance with adopted codes. The Division relies on our residents in many ways: first to set an example by learning about, and adhering to, the City's codes, and second by contacting us when violations requiring abatement are seen. The Code Enforcement Division is charged with handling public nuisances specific to private properties only, such as: clean-up of junk and rubbish; the storage of abandoned, unregistered, and/or inoperable vehicles; graffiti; and zoning violations including unlawful use of land, illegal street vendors, and continuous yard sales, large-scale recycling in residential areas, illegal fences, and illegal camping. Should these conditions exist on City owned or maintained properties, enforcement and abatement are typically handled by other City Departments such as the West Sacramento Police Department, Public Works, Parks & Recreation, among others.

The mission of the Code Enforcement Division is to promote and maintain a safe and desirable living and working environment. Code Enforcement Officers encourage voluntary compliance by administering a fair and unbiased program to correct violations.

Code Enforcement Officers collaborate with residents, neighborhood associations, public services agencies, businesses, and other City departments to:

- Facilitate voluntary compliance with City laws and codes.
- Empower community self-help programs.
- Develop public outreach programs.

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## DEVELOPMENT ENGINEERING

The Development Engineering Division provides review and oversight of residential, commercial, industrial and multi-family projects. They collect fees and issues permits for grading, encroachment, connection and on-site permits.

Below is a list of common projects that require Development Engineering Division review:

- Work in the Right-Of-Way or Public Utility Easement
  - Sidewalks
  - Curb/Gutter
  - Utilities
  - Driveways
  - Connections to water, sewer, and storm drains
- Pools
- Grading
- On-site work outside of the building for commercial, industrial and multi-family projects
- Process right-of-way abandonments, Parcel Maps, and Final Maps

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## PLANNING

The Planning Division is responsible for regulating the location and quality of new development in the City. The Division also serves as a resource to assist citizens and the development community in understanding and applying development policies in accordance with the General Plan, Zoning Ordinance and other applicable property development standards.

The Planning staff work with other City staff, business leaders and citizens as advocates for better choices for where and how people work and live in the City. Planning Division staff are the primary staff support for the Planning Commission. Planning staff analyze entitlement applications submitted by citizens or developers and present entitlement applications before the Planning Commission at a public hearing. Planning Division staff also conduct environmental review of projects in accordance with the California Environmental Quality Act (CEQA). Types of entitlement applications include the following:

- Conditional Use Permits
- Design Review Applications
- Divisions of Land (i.e. Tentative Parcel Maps [4 lots or less] or Tentative Subdivision Maps [5 lots or more])
- General Plan Amendments and/or Rezoning Applications
- Lot Line Adjustments or Property Mergers
- Planned Development Permits
- Variance Applications

The Planning Division also works on long range projects that often take several years to complete. Currently the City of West Sacramento is in the process of updating its General Plan. The General Plan serves as the constitution for development of the community by setting forth a long term plan consisting of a land use diagram, goals, policies and implementation measures. The Planning Division is also responsible for the various specific plans within the City.

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## FLOOD PROTECTION

Together with state and federal partners, West Sacramento Area Flood Control Agency plans and builds flood risk reduction facilities to protect 47,000 citizens and 13,000 acres of property. Flood protection is the City Council's top priority. Flood Protection activities continue to require a significant amount of staff resources to run the program. Additionally, a steering committee, led by the City Manager, Public Works Director, Director of Administrative Services, and RD 900 General Manager, provides guidance and support to the flood team.

## **FIRE**

The Fire Department is comprised of four separate units: Emergency Services, Fire Prevention, Hazardous Materials and Administration.

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## HAZARDOUS MATERIALS

The Hazardous Materials Program is under the functional control of the Community Risk Reduction Division and routinely inspects facilities for compliance with the California Fire Code. In this capacity, it provides a number of services to the citizens and businesses of West Sacramento, including but not limited to consulting on how to safely store and use hazardous materials, responding to hazardous materials complaints or emergencies, conducting inspections of facilities which use, handle, or store hazardous materials, and reviewing construction plans involving hazardous materials. The Hazardous Materials Program is staffed with one Fire Marshal, one full-time Fire Inspector, one part-time Fire Inspector, and one Secretary. This Program is directed at the prevention, control, and mitigation of dangerous conditions related to the storage, dispensing, use, and handling of hazardous materials within the jurisdiction. It is also purposed for the development and management of emergency response plans for potential hazardous material releases and to provide training and specialized equipment for personnel to respond to these incidents.

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## EMERGENCY SERVICES

This Division is responsible for extinguishing fires, fire investigation, emergency rescue, hazardous materials response, emergency medical response and other public services. They assist the Prevention Division with public education in the schools, conduct annual business license inspections, hydrant maintenance, and conduct fire safety and code enforcement inspections.

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## FIRE PREVENTION

Fire Prevention is currently overseen by the Fire Marshal. The Fire Marshal is responsible for coordinating and conducting the Fire Prevention and Fire Investigation programs.

These programs include:

- Weed abatement program
- Residential inspection program
- Business license inspections
- Annual inspection of businesses for fire safety
- Conducting investigations of both accidental and incendiary fires
- Providing public awareness education in fire safety

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## FIRE ADMINISTRATION

Administration oversees and manages all of the department's daily operations. Personnel, training, buildings and grounds, purchasing, fiscal management, administrative support, clerical support, records management, research, and data collection are provided to the Fire Department by the Administration Division.

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## **PARKS AND RECREATION**

Parks & Recreation for the City of West Sacramento is a department designed to provide recreation and leisure opportunities and facilities for its residents. This includes outdoor and indoor facilities, and passive, active, and educational programming. To do this the department has five (5) branches of operation: a Parks Division, a Tree Program, a Recreation Division, Early Learning Services, and Administration. Altogether this department provides high quality, well maintained facilities designed to improve the quality of life while helping the City Council to achieve its strategic objectives.

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## EARLY LEARNING SERVICES

The Early Learning Services division is responsible for day to day operations of the City's early learning quality enhancement program known as UP4WS, and the two preschools, Discovery, a part day, school year program, and Learning Ladder, a licensed, full day, full year program. The Early Learning Services Division also coordinates all collaboration with County and City partners, the school district, County Office of Education, community based organizations, and is responsible for managing grants from the State which help pay for its operation.

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## TREE PROGRAM

West Sacramento Tree Program is an integral part of the Parks & Recreation Department within the City of West Sacramento. We are dedicated to creating a Green and Sustainable Community by planting and caring for trees. Since October, 2004, the West Sacramento Tree Program has been serving the City of West Sacramento by actively educating residents, and planting, protecting and maintaining trees. Since 2004, we have been building community partnerships by engaging and empowering our community to plant and care for trees.

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## PARKS

The Parks Maintenance Division serves an essential function within the department. It is this division that maintains and improves 200+ acres of developed park land and trails. Through its coordinated efforts it keeps West Sacramento's public parks and trails safe, clean and green. From irrigation, turf management, and ball field preparation, to repairs to equipment and facilities due to vandalism, the elements, and normal wear and tear, it is the Parks Division that keeps our outdoor recreation facilities in top shape for use by our residents.

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## RECREATION

Youth and Teen recreation activities are some of the oldest programs in the department. The Kid Zone and Club West After-School programs include homework assistance, enrichment opportunities, and active play. Summer youth day camps provide children the chance to play, be creative, and engage in positive social interaction. The Bridgeway Lakes Boathouse is a small recreation facility that serves as a popular rental venue, hub of Youth & Teen staff training, and home of Camp Lakeside. A joint-use facility (leased from the Washington Unified School District), the West Sacramento Recreation Center is a fee-based facility located on the River City High School campus. The Recreation Center is one of two service areas within the Recreation Division and provides recreational, fitness, and sports opportunities within the facility, and adult and youth sports leagues in designated City parks. This service area provides a variety of health and wellness activities for all ages. The Community Center is located in the Civic Center District and features several unique amenities and programs. This facility is the venue for our Active Aging programs, the Learning Ladder Preschool, and a variety of special events. There is also an art gallery, meeting rooms, a café, and a performing arts venue called The Black Box Theater.

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## ADMINISTRATION

Administration is the branch out of which the Director and Business Manager serves. Accounts Payable and clerical services for the department are also coordinated in this branch. The department has two active commissions (Parks, Recreation & Intergenerational Services Commission and the Arts, Culture & Historic Preservation Commission) that are coordinated by Administration.

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## **POLICE DEPARTMENT**

The West Sacramento Police Department is committed to providing quality service to the community and its guests through maintaining order, fostering a sense of security, enforcing the laws of the city and State and supporting the Constitution of the United States of America and the State of California. The Police Department provides a full range of police services to the residents of West Sacramento, 24 hours a day, and 7 days of week. The Police Department is responsible for patrolling city neighborhoods, the business districts, responding to calls for service, investigating crime and arresting offenders and working closely with the community to identify and solve problems of crime and neighborhood disorder. We also provide educational programs to assist our citizens with making their homes and surrounding areas a safe and enjoyable place to live.

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## ADMINISTRATIVE

The Administration Division includes the Office of the Chief, which is responsible for fiscal oversight, executive project management, and facilities/fleet/logistics maintenance. The Professional Standards Unit is part of the Administration Division and is responsible for internal affairs investigation and departmental training.

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## UNIFORM SERVICES

The Uniform Services Division consists of community service, patrol and motor officers, along with the command staff. The Uniform Division is primarily responsible for routine patrol duties and traffic and parking enforcement, but also provides services such as



special event management, problem oriented policing and community relations. Additionally, there are specialty assignments within the Division such as SWAT, K9, Bike Detail and Boat Detail.

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## SUPPORT SERVICES

The Support Services Division is comprised of the Records Unit, which is responsible for processing and maintaining all crime and traffic reports, and collaborating with local, state and federal entities in the distribution of vital law enforcement information. The Support Services Division also provides clerical support and general public services. Investigations performs a variety of functions including general investigation, crime scene investigation, property and evidence management, juvenile services, crime analysis, and court liaising. The Special Investigations Unit (SIU) is part of the Investigations Division; providing specialized enforcement for vice, gang and drug activity.

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## CONSTITUTIONAL POLICING

The Constitutional Policing Division implements the accreditation process for The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), coordinates volunteer services, and increases community outreach via social media and community events. The division also houses the Homeless Outreach and Services Coordinator, which is in charge of coordinating outreach efforts to the City's homeless population and connecting them with services.

## **PUBLIC WORKS**

The Public Works Department is responsible for the construction, operation, maintenance, and management of the City's infrastructure and facilities. The department is made up of six (6) divisions: Administration, Engineering, Operations, Traffic & Transportation, Environmental Services, and Facilities Development.

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## ADMINISTRATION

The Public Works Operations Administration group consists of executive, mid-management and administrative support staff for Enterprise-funded groups comprising sewer, water, road, refuse and fleet operations including activities like utility billing, backflow, sidewalk repair, property damage reimbursement and other associated programs. Administration provides the overall personnel, fiscal management, and clerical support for the department as a whole. The division manages all aspects of the public works functions, including financial planning, project management coordination, long range planning, policy development, budgeting, and personnel management.

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## ENGINEERING

The Engineering Division is responsible for performing all professional and sub-professional engineering functions for the City and providing engineering support for the Port of West Sacramento. The division is comprised of CIP Planning & Design, Drafting Services, and Construction Administration/Inspection.

Our services include planning, project management, design, construction contract administration, and oversight for streets, bridges, sidewalks, sewer, water, drainage, and other public works projects. We generate plans and specifications and bid out major public works construction projects. We also prepare maps, plans, surveys and Geographic Information System data to document the City's utilities, built improvements, and natural features.

Essential Services:

- Design and construction of backbone transportation and public utilities
- Road reconstruction and major repair projects

- Improvements to the local sanitary sewer collection and conveyance system
- Planning and engineering for streetcar and other transit system improvements
- Design and construction of sidewalks, landscaping, and streetscapes
- In-street utility improvements
- Facilities for water storage, treatment and delivery
- Storm water and drainage infrastructure improvements
- Flood Protection Program
- Public facility and public streets access improvements consistent with American with Disabilities Act (ADA)
- Engineering Surveying and Data Collection
- Geospatial (GIS) Mapping (i.e., Parcel cadastral data; Utility Asset Infrastructure)

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## OPERATIONS

Public Works Operations is our largest and most visible division within the department responsible for the operation and maintenance of the City's infrastructure. This division houses the areas of Water Treatment, Utility Maintenance (Water Distribution, Sewer Collection, Road Maintenance, and Storm Water), Construction Inspection, Facility/Fleet Maintenance and the Environmental Services Division.

The Environmental Services Division is responsible for administering various environmental programs and regulatory permits that cover public health and environmental issues within the City limits. Additionally, the Environmental Services Division provides staff to perform the activities and duties of the City's Water Quality Laboratory at the George Kristoff Water Treatment Plant.

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## TRAFFIC AND TRANSPORTATION

The Traffic and Transportation Section consists of Traffic Planning, Engineering and Traffic Surveys, Traffic Signals and Street Lighting, Transportation Permits, Truck Routes, Street Classification and Highway Performance Monitoring System, and the Residential Traffic Calming Program.

The Traffic and Transportation Section provides services in the areas of traffic engineering and planning, infrastructure design and maintenance, high-crash locations, improve pedestrian and bicycle safety in neighborhoods and at schools, evaluate the adequacy of traffic control systems and signage, develop traffic enforcement strategies, better manage and use traffic records, and more.

- News and Traffic Conditions
- Alternative Transportation
- Documents, Studies & Forms
- Residential Traffic Calming Program
- Engineering & Traffic Surveys
- Traffic Signals
- Street Lighting
- Street Classification
- Transportation Permits & Truck Routes
- Traffic Committee

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## ENVIRONMENTAL SERVICES

The City of West Sacramento's Environmental Services Division is responsible for administering various environmental programs and regulatory permits that cover public health and environmental issues within the city limits.

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## FACILITIES DEVELOPMENT

The Facilities Development Division consist of developing, transforming and delivering both on time and on budget, high quality, cost effective public parks and facilities. In addition, this division includes overseeing any projects for the City along with performing a variety of technical tasks relative to the assigned area of responsibility. The Facilities Development Division is made up the City Architect and three (3) Project Managers.

## HOW TO APPLY

Candidates may submit applications for up to 2 separate departments. Failure to follow these instructions, will result in a disqualification from consideration.

**ONLINE APPLICATION (Preferred Method):** Candidates are encouraged to apply on-line using the CalOpps web site at [www.calopps.org](http://www.calopps.org) and visiting the City of West Sacramento's employment page. The CalOpps application is considered an official City application. Be sure to submit all the required documents, which include; official City application, resume, and completed supplemental questionnaire.

— OR —

**PAPER APPLICATION:** You may submit the required documents, which include; official City application, resume, and completed supplemental questionnaire to:

City of West Sacramento  
Human Resources Division  
1110 West Capitol Avenue, 3rd Floor  
West Sacramento, California 95691

A City application can be obtained in person, by sending a self-addressed, stamped envelope (#10 or business size) to the Human Resources Division, or by downloading from the City's website at [www.cityofwestsacramento.org](http://www.cityofwestsacramento.org).

You will be disqualified if you do not submit a City application, resume and completed supplemental questionnaire.

Clearly indicate the specific department/division applied for on your application. Applicant may be required to submit additional proof of qualifications if sufficient information is not provided.

City application can be obtained in person, by sending a self-addressed, stamped envelope (#10 or business size) to the Human Resources Division, or by downloading the information from the City's web site at <http://www.cityofwestsacramento.org>.

**APPENDIX A - STUDENT INTERNSHIP EVALUATION FORM**

<b>Intern Name:</b>		<b>Evaluator Name:</b>	
<b>Meeting Schedule</b>	<input type="checkbox"/> <b>Weekly</b> <input type="checkbox"/> <b>Bi-weekly</b>		
<b>Date</b>	<b>Comments</b>		

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## APPENDIX B – FINAL EVALUATION FORM

City of West Sacramento – STEPS Summer Internship Program

\_\_\_\_\_  
Supervisor's Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Student Intern's Name (Please Print)

\_\_\_\_\_  
Date

Provide an evaluation of the student's overall performance of assigned duties in the areas indicated. Please circle the number which best describes his/her performance; circle "N/A" in those areas that do not apply.

1	Unsatisfactory	4	Good
2	Poor	5	Excellent
3	Average	N/A	Not Applicable

1.	Ability to grasp concepts and tasks associated with his/her position	1	2	3	4	5	N/A
2.	Demonstrates initiative and diligence in performing assigned work	1	2	3	4	5	N/A
3.	Ability to work well with others	1	2	3	4	5	N/A
4.	Understanding of human relations	1	2	3	4	5	N/A
5.	Demonstrates computer skills	1	2	3	4	5	N/A
6.	Ability to communicate in writing	1	2	3	4	5	N/A
7.	Ability to communicate orally	1	2	3	4	5	N/A
8.	Success in working through technical problems	1	2	3	4	5	N/A
9.	Success in working through personal problems	1	2	3	4	5	N/A
10.	Understands duties and functions of position	1	2	3	4	5	N/A
11.	Shows interest in and attempts to improve skills and knowledge	1	2	3	4	5	N/A
12.	Responds well to constructive criticism	1	2	3	4	5	N/A
13.	Demonstrates time management skills	1	2	3	4	5	N/A
14.	Understanding of diversity issues in the workplace	1	2	3	4	5	N/A
15.	Willingness to cooperate	1	2	3	4	5	N/A
16.	Eagerness to learn	1	2	3	4	5	N/A
17.	Dependability regarding work hours and attendance	1	2	3	4	5	N/A
18.	Professional in demeanor and appearance	1	2	3	4	5	N/A
19.	Makes efficient use of time	1	2	3	4	5	N/A
20.	Adapts quickly and effectively to a new situation	1	2	3	4	5	N/A

If you had a position vacancy, would you employ this student?

Yes \_\_\_\_\_ No \_\_\_\_\_

If your response to the previous question is no, please provide specific reasons.

Please comment on any particular strengths or weaknesses (challenges) exhibited by the intern, e.g. attitudes, critical thinking, problem solving, academic strengths, etc.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Student Intern's Signature



