

POSTING IS REQUIRED

Classification Notice No. 1358

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: February 16, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Parks Intern I (405-J), Parks Intern II (407-J) and Parks Intern III (409-J).

At the request of the Deputy Manager of Parks and Recreation, Career Service Authority (CSA) created a new intern classification series, Parks Intern I, II and III. The General Statement of Duties for the Parks Intern states that incumbents in the classification perform intern-level/trainee work in a professional field such as horticulture, forestry, water conservation, ecology, natural resource management, turf management and landscape design.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade</u>
TJ2465	Parks Intern I	405-J (\$11.38)
TJ2466	Parks Intern II	407-J (\$13.00)
TJ2467	Parks Intern III	409-J 9\$14.63)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday March 1, 2012 5:00 p.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Thursday, March 1, 2012**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran leon.duran@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, February 28, 2012**.



Career Service Authority

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Parks Intern I

GENERAL DESCRIPTION OF CLASS DUTIES

Performs intern-level/trainee work in a professional field such as horticulture, forestry, water conservation, ecology, natural resource management, turf management and landscape design. Maximum length of service in training class: 3 years

DISTINGUISHING CHARACTERISTICS

This is the first class of a three level series. The class is distinguished from the Parks Intern II based on performance guided by well established procedures. The Level II and Level III intern perform duties outside of established procedures.

This class is distinguished from the Professional Occupations Intern series which applies theoretical and technical aspects of the profession primarily in an office environment. The Parks Intern classification applies theoretical and technical aspects of the profession by primarily performing fieldwork.

This class is also distinguished by the following factors:

Guidelines and Decision Making Level:

Procedures, methods and techniques to be used are well established with options to be considered well defined. Detailed oral and/or written instructions are given during this training period. Duties assigned are primarily training or entry level, routine and restricted in intricacy with little or no discretion in how they are carried out and the work product is subject to continual review.

Level of Supervision Received and Quality Review:

The supervisor makes specific assignments that are accompanied by clear, detailed, specific instructions. The employee consults with supervisor on matters not specifically covered in the guidelines.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Trains in the theoretical and technical aspects of the professional field and learns and applies work procedures and policies related to the assignment.

Trains in and assists in the performance of duty assignments within clearly defined parameters, restricted in complexity, scope and level, and under close supervision.

Under normal supervision, applies work procedures and theoretical and technical aspects relevant to the professional field to the completion of assigned portions of a project.

Trains in and cares for diverse plantings of trees, shrubs, vines, perennials, grasses, and bulbs; including pruning, bulb planting, dividing, transplanting and propagating.

Assists with on-site audits, reviews and inspections, of City trees for infestation, disease, structural deterioration, and possible safety hazards.

Trains in application of park rules and City ordinances that protect public safety and park resources through supervised patrols of urban and mountain parks, trails and facilities by foot and vehicle.

Assists in the development and delivery of environmental education and interpretive programming that supports public education and outreach activities.

Attends meetings, conferences, or other educational classes and participates in training offered by the City and applies information to work assignment.

By departmental or professional field assignment, trains in and performs research and/or field work, data verification, interpretation and analysis, formulates preliminary recommendations, and develops reports.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Core Competencies Upon Entry:

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, is trustworthy.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Core Competencies Upon Completion:

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Organizational Awareness - Knows the organization's mission and functions, and how it's social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.
Crawling: moving about on hands and knees or hands and feet.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: Raising or lowering an object 25 – 50 pounds.

Working Environment:

Temperature Changes: variations in temperature from hot to cold.
Wet: frequent contact with water or other liquid.
Humid: conditions with high moisture content to cause bodily reactions.
Noise: sufficient noise to cause distraction or possible hearing loss.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to extremes of heat and cold in all weather conditions.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.

Education:

Current enrollment in a college program leading to a Baccalaureate or higher Degree in professional field specific to the departmental and/or work assignment. Enrollment must be in a learning institute that is accredited through the Higher Learning Commission.

Continued enrollment in a college program is condition of employment with the City.

Experience:

None

Equivalency:

None

Licensure and/or Certification:

Some positions require possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2012

ESTABLISHED BY: Meredith Creme

CLASS HISTORY: