



## WORK EXPERIENCE PARTICIPANT

Bargaining Unit: Unrepresented

Class Code:  
0490SY

COUNTY OF ORANGE

Established Date: 05/03/2024

Revision Date:

### DEFINITION:

Under direct supervision, individuals in the OC Career Academy perform a variety of routine administrative and/or unskilled and manual labor duties to support a specific County of Orange department; and perform other work as required.

### CLASS CHARACTERISTICS:

Incumbents working under the OC Career Academy program are restricted to extra-help employment status. The purpose of the OC Career Academy is to provide individuals with meaningful work experience, field training, and exposure to a potential career path.

### Length of Assignment and Number of Hours Worked

Incumbents may participate in the OC Career Academy for a maximum of one (1) year and may work up to 40 hours a week.

### EXAMPLES OF DUTIES:

*Below is a descriptive list of the range of duties performed in a training capacity by employees in this classification. These examples are not intended to reflect all duties performed within the job and not all duties listed are necessarily performed by each individual.*

1. Assist in developing memos, email, form letters and other standardized documents or to enter, access and retrieve information from automated systems; operate other standard office machines and equipment.
2. Assist in reviewing documents to verify accuracy and completeness; gather and organize information from a variety of sources; proofread or review documents to verify accuracy and completeness.
3. Maintain records, logs, files and other forms of information.
4. Depending on assignment, may be required to drive County vehicles to pick up supplies, attend off-site events/meetings, and complete other duties.

### Clerical Pathway Duties

1. Under direct supervision, process documents or materials including sorting, collating, batching, labeling, reproducing, routing, and stocking supplies.
2. Support with locating, extracting, summarizing, recording, and updating information; may compose routine correspondence.
3. Assist in reviewing documents to verify accuracy and completeness; gather and organize information from a variety of sources.
4. Learn procedures on answering phones; responding to general email inquiries and/or assisting the public by taking messages and responding to questions or inquiries for assistance.
5. Support with compiling a variety of narrative and statistical reports by locating sources of information, devising forms to secure data and determining proper format for finished report.

### **Laborer Pathway Duties**

1. Under direct supervision, perform unskilled and manual labor tasks including, but not limited to, installing, and repairing guardrails and fencing, traffic painting, traffic layout, tree trimming, weed abatement and asphalt/concrete work.
2. In a training capacity, install and disassemble corrugated metal drainage pipes or other prefabricated drainage control components; install erosion control devices.
3. Assist with removing litter and debris from drainage structures; install litter fences; perform routine janitorial duties.
4. Learn to operate basic hand and power tools safely and efficiently for routine labor and maintenance activities.
5. Assist with performing weekly, biweekly and monthly inspections of light duty vehicles, fire extinguishers, first aid kits, ladders and other equipment and tools.
6. Support traffic control tasks including assistance as a flagman in areas where equipment and personnel may obstruct traffic flow; install traffic signs and safety devices.
7. May participate with assisting in recycling and composting material handling activities.

### **Trades Pathway Duties**

1. Under direct supervision, perform routine manual work including repairing plumbing, carpentry, pouring concrete, digging trenches, and repairing roofs and/or air conditioning units.
2. Assist journey level crafts workers where jobs require more than one person; carry supplies; move equipment into place.
3. Learn to operate hand tools and power tools safely and efficiently.
4. Clean up work areas.
5. Assist with performing weekly, biweekly and monthly inspections of light duty vehicles, fire extinguishers, first aid kits, ladders and other equipment and tools.

## **MINIMUM QUALIFICATIONS:**

### **General Knowledge of**

- Reading and writing in English
- Speaking and understanding English sufficiently to communicate clearly and comprehend information provided in meetings and trainings
- Understanding and following written and oral instructions
- Counting, adding, and subtracting numbers
- Customer service techniques for public contact in person, on the phone, and in written communications
- Computers and computer software relevant to the placement

### **Ability to**

- Demonstrate effective and concise oral and written communication skills
- Utilize standard office software such as Microsoft Office products and learn and effectively utilize specialized computer software and systems relevant to the assignment
- Work effectively and cooperatively with employees, clients, constituents, and the public
- Learn to perform a broad range of tasks such as those described in the examples of duties

### ***Education and Experience***

No experience required. A high school diploma or GED equivalent is required at time of appointment.

### ***License/Certification***

Possession of, or the ability to obtain and maintain, a valid California Driver License, Class C or higher, by the date of appointment may be required for some assignments.

### ***Special Requirements***

Incumbents must be at least 18 years of age at time of appointment.

When assigned to John Wayne Airport, incumbents will be required to obtain an Airport Driving Endorsement within ten (10) days of appointment and possession of, or ability to obtain, by date of appointment, a valid Airport Access Badge that requires successful completion of fingerprinting and FBI background check.

## **PHYSICAL, MENTAL, ENVIRONMENTAL AND WORKING CONDITIONS**

### ***Physical and Mental Requirements***

Depending on assignment, the following physical and mental requirements may apply. Manual dexterity to utilize a keyboard, operate hand tools or other potential hazardous equipment utilized in various working environments; lift objects and various equipment up to 50 pounds. Eye-hand coordination. Sufficient vision to distinguish and identify colors, read fine print, interior vehicle equipment controls, gauges, and displays, and to see people, objects, and vehicles at a distance of approximately 100 yards, and read standard text. Independent body mobility to sit and/or stand for long periods of time, climb ladders or scaffolding, bend, stoop, kneel, crawl, pull or push. Speak and hear well enough to communicate in person and over the radio or telephone. Sufficient cognitive ability to problem solve and perform job duties in a safe manner. Ability to work under stressful conditions, deadlines, and competing priorities. Ability to work with all levels of staff, stakeholders, and the public successfully and collaboratively.

Body mobility and movement sufficient to walk on uneven ground and enter and exit motor equipment. Hand and foot dexterity sufficient to reach and operate all equipment controls and tools. Stand, stoop, reach, bend and perform strenuous physical or manual labor for an extended period of time.

### ***Environmental and Working Conditions***

Depending on assignment, the following environmental and working conditions may apply. Positions may require the incumbent to work inside in an office setting around machinery with stationary or moving parts or outside in potentially loud environments such as landfills that includes exposure to loud noise, fumes, solid waste, dust, pollen, birds, odors, vibrations in all weather conditions. May be required to drive a County vehicle or use County-approved means of transportation for job-related travel.

Depending on assignment, incumbents may be required to utilize a face respirator for certain aspects of their job duties to protect against fumes, harmful respiratory contaminants, or particles. Incumbents may need to be able to work in a moderate to heavy physical capacity while wearing the respirator. Incumbents may need to pass a respiratory equipment fit test with Orange County Employee Health to ensure proper sizing and protection. Retesting may be required at regular intervals.