



Career Service Authority

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Professional Occupations Intern II

GENERAL DESCRIPTION OF CLASS DUTIES

Performs intern-level/trainee work in a professional field performing supervised duties such as budget, personnel, community development, accounting/auditing, or information technology. Maximum length of service in training class: 2 years

DISTINGUISHING CHARACTERISTICS

This is the second class of a three level series. The performance of this class is guided by the application of learned field knowledge outside of established procedures. This class is distinguished from the Professional Occupations Intern III which applies theoretical and technical aspects of the professional field.

This class is also distinguished by the following factors:

Guidelines and Decision Making Level:

Guidelines are generally numerous, well-established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope, but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Employee prepares recommendations for problems that are not covered by guidelines or are without precedent and presents these to the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Level of Supervision Received and Quality Review:

Normal Supervision.

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.

Communicates with employees and the public to receive and relay factual information and to facilitate public relations.

Trains in and prepares various reports and other documents in accordance with specified requirements, guidelines and supervisory instructions.

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.

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, data verification, interpretation and analysis, formulates preliminary recommendations, and develops reports, which may involve statistical analysis.

By departmental or professional field assignment, trains in and assists with interviews, investigations and other field work to collect and/or verify information and documents findings.

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:

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.

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.

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 judgement 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:

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

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.

Mental Demands:

Mathematical Reasoning
Memorization
Oral Comprehension
Written Comprehension

Working Environment:

Work is primarily performed in an office setting, frequently at other locations for meetings and occasionally at outdoor work sites to conduct fieldwork.

Education:

Completion of 60 credit hours or completion of an Associate Degree and current enrollment in a college program leading to a Baccalaureate or higher Degree in a professional field specific to the departmental and/or work assignment. Enrollment must be in a learning institution 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: 05/16/2001

REVISED DATE: 01/01/2007

REVISED BY: Hameed Pousti

CLASS HISTORY: This revision is to update the GSD & MQs to correspond with labor market & recruitment needs.