



CURRENT OPEN POSITIONS

Engineers

Civil Estimator

- Transportation/Construction Exp
- Minimum 10 yrs exp in Civil Estimating
- Full time/Contract
- Locations: Sacramento, San Jose and Oakland
- Interactions with vendors, contractors within the contracting divisions
- Experienced with current computer packages, Word, Excel
- Experience within the civil construction sector
- Cost Planning
- Prepare preliminary estimates for planning purposes and detailed itemized estimates based plans and specifications
- Must be comfortable and competent at negotiating scope changes in Construction/Transportation
- Computes cost estimates for materials, sub contracted work
- Analyze price proposals and other data to determine price structure
- Understanding and interpreting construction plans and specifications
- Prepare cost and expenditure statements and other necessary documentation
- Assesses cost effectiveness of products, projects and services

Scheduler

- Transportation/Construction Exp
- Minimum 5 yrs exp of scheduling
- Primavera 6 exp
- Must have the capacity to work with multiple projects
- Must e able to work in a fast paced environment
- Develop project schedules in the initiation phase and updates the schedules, to conclude contractors, project, and master schedules as needed
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships
- Must be critical path construction/transportation scheduling and analysis proficient

Project Specification Writer

- Experienced with engineering spec writing
- Transportation/Construction exp
- Proofreads and performs the most difficult and/or complex editorial functions, including formatting and style sheet verification, copy editing, rewriting, revising, writing proofreading, and production planning.
- Ensures that all assigned documents comply with their required presentation, correct use of paragraph headings and numbering, referencing of illustrative and tabular matter, and applicable bibliographic styles.
- Ensures consistency in application of technical abbreviations and acronyms, figure and table callouts and captions, and handling of boilerplate materials.
- Plans, schedules, and coordinates the editing, proofreading, and production workflow of those assigned. Provides both quick-fix and long-term solutions for work flow problems.



Engineers (cont.)

Project Controls/Software Specialist – Information and Database Management

- Management Information Systems
- Computer Science
- Business Administration – Accounting/Information Systems

Skills:

- Database Development and Administration
- Information Systems and Management Processes
- Software Installation and support
- Programmer / Analyst
- Project Controls, Project and Construction Management

Software Expertise and Experience:

- MSAccess
- Crystal Reports
- SAP
- MSOffice, Visio, MSPProject

Chemical Engineer

- Electronic/Manufacturing exp
- Solder paste
- SMT and printing
- Reflow
- Material Science
- Chemical Compound

3-5 yrs Experience

Structural/Civil Engineer

Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water and sewage systems, and waste disposal units. Includes architectural, structural, traffic, ocean, and geo-technical engineers.

Federal Positions

GENERAL SERVICES ADMINISTRATION: FEDERAL SUPPLY SERVICE

01040 (N) COURT REPORTER

Duties: This position records examination, testimony, judicial opinions, judge charge to jury, judgment or sentence of court, or other proceedings in a court of law by manual or machine shorthand. The Court Reporter reads portions of transcript during trial at the judge's request, and asks speakers to clarify inaudible statements. The Court Reporter transcribes recorded material using a typewriter, or dictates material into a recording machine.

Minimum Education: Associate Degree and relevant certifications

Experience: 2+ years



Federal Positions (cont.)

(P) PARALEGAL/LEGAL ASSISTANT I

Duties: The Paralegal/Legal Assistant I works under close supervision with required assistance readily available. Persons in this position typically perform the following: a. Consult prescribed sources of information for facts relating to matters of interest to the program; b. Review documents to extract selected data and information relating to specific items; c. Review and summarize information in prescribed format on case precedent and decisions; d. Search and extract legal references in libraries and computer-data banks; e. Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

Minimum Education: Four-year degree required, or paralegal certificate plus relevant experience Experience: 1 + years

(P) PARALEGAL/LEGAL ASSISTANT II

Duties: At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent: a. Reviews case materials to become familiar with questions under consideration; b. Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; c. Prepares digests of selected decisions or opinions which incorporate references and analyses of precedents involved in areas of well-defined and settled points of law; d. Interviews potential witnesses and prepares summary interview reports for the attorney's review; e. Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage; f. Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; g. Verifies citations and legal references on prepared legal documents; h. Prepares summaries of testimony and depositions; i. Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

Minimum Education: Four-year degree required, or paralegal certificate plus relevant experience Experience: 3+ years

(P) PARALEGAL/LEGAL ASSISTANT III

Duties: At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following: a. Analyzes and evaluates case files against litigation worthiness standards; b. Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; c. Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; d. Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; e. Interviews relevant personnel and potential witnesses to gather information; f. Reviews and analyzes relevant statistics; g. Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; h. Consults with statistical experts on reliability evaluations; i. May testify in court concerning relevant data.

Minimum Education: Four-year degree required, or paralegal certificate plus relevant experience

Experience: 5+ years

(P) PARALEGAL/LEGAL ASSISTANT IV

At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties: a. Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; b. Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; c. Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; d. Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; e. Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; f. Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; g. Interviews potential witnesses for information and prepares witnesses for court appearances; h. Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; i. Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; j. May appear in court as a witness to testify concerning exhibits prepared supporting plaintiffs case.

Minimum Education: Four-year degree required, or paralegal certificate plus relevant experience Experience: 7+ years



Health Care Position

JOB SUMMARY

Under the direction and supervision of a Registered Nurse, and in accordance with Hospital Policies and procedures, the Certified Nursing Assistant (CNA) provides basic direct and indirect care as a member of the patient care team. The direct patient care activities are related to the following: measuring, recording and reporting patient information, provision of or assistance with activities of daily living, and simple treatments and procedures. The NA recognizes and addresses age-appropriate needs when caring for patients. In addition, the NA assists in maintaining the patient and unit environment in a clean, orderly condition.

SUPERVISION

The CNA is accountable to and evaluated by the Nurse Manager (or designee) in collaboration with appropriate nursing personnel. The CNA is assigned to and accountable to a Registered Nurse for performance of daily patient care assignments.

ESSENTIAL FUNCTIONS

1. Adheres to the standards of nursing care and the policies and procedures of the Hospital and Department of Patient Care Services.
2. Recognizes and addresses age-appropriate needs when caring for patients
3. Carries out responsibilities following Hospital's Safety Guidelines for self, patient, visitors and employees.
4. Performs routine patient care under the direction and supervision of a RN.
5. Assists patient with and/or provides efficient care related to activities of daily living.
6. On certain units, after cross training in the area of Rehab activities, assists patients with and/or provides efficient care related to rehabilitative activities as delegated and supervised by a Physical, Occupational or Speech Therapist.
7. Accurately observes, records and reports patient information.
8. Communicates effectively with staff, patients and families, both verbally and in writing. Legibly and accurately charts care provided. Maintains patient confidentiality.
9. Participates in learning activities to maintain and improve knowledge and skills.

OTHER FUNCTIONS

1. Performs duties as assigned to facilitate a clean, safe, orderly unit and patient care environment.
2. Contributes in a positive manner to the unit, department and hospital goals.
3. Follows unit and departmental guidelines related to staffing and scheduling.
4. Dresses appropriately and wears name badge.

LICENSURE/CERTIFICATION

CNA Certificate/License

QUALIFICATIONS

1. Able to effectively communicate in English (written and verbal).
2. Able to provide appropriate care based on the needs of the specific individuals, including age.
3. Able to accurately, completely and independently perform the reading, writing, and use of a computer required by the job.
4. Meets the physical requirements of the job and is able to walk, stand and lift without endangering physical health or limiting work performance.
5. Able to problem-solve effectively using appropriate resources. Is productive in workflow, skills and organization.



Commercial Positions

Administrative Assistant

- Assist and coordinate scheduling meetings, assist with payroll. Maintain files. Assist with general clerical duties.
- Must have excellent organization and communication skills with demonstrated ability to set priorities and manage/coordinate/perform multiple, complex tasks simultaneously.
- Must be proficient in using Microsoft Word, Excel, PowerPoint and other commonly used Macintosh or Windows office applications including email and conducting web-based

Customer Service Representative

Job Purpose: Responsible for strengthening the relationships between vendors and Service Base customers preserving company's reputation as a quality service provider and contributing to the branch's profitability.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Interacts with customers on a continual basis to resolve conflicts regarding repeated callbacks. Exercises prudent and well established customer care management methods.
2. Monitors callback logs and communicates daily with Service Manager and/or Supervisors to analyze specific problem jobs requiring customer awareness.
3. Interacts daily with service dispatch personnel to identify and proactively prevent customer dissatisfaction due to elevator cars being left down overnight or longer. Includes speaking directly to field technicians assigned to the jobs.
4. Monitors the completion of all repair/Q jobs. Contacts customer when job is completed to insure customer satisfaction.
5. Maintains a strong working knowledge of the internal and external business processes of the branch, both sales and operations.
6. Maintains a strong working knowledge of company products; as well as company service and repair contracts and the associated language requirements specifics to each one.
7. Insures that customer concerns about billing issues are resolved in a timely manner and favorable to both sides. Includes resolving customer concerns related to price increases.
8. Utilizes and works with the Extend application to identify possible cancellations at the earliest possible time.
9. Identifies potential sales leads resulting from on-going problem resolution practices and communicates the information to the sales team.
10. Contacts customer immediately upon receipt of notification of intent to cancel contract. Includes attempting to broker the retention of that customer as directed by guidelines established by Branch Manager.
11. Conducts customer exit interviews resulting from a cancellation to assess reasons why customer cancelled the contract. Includes communicating in writing the resulting information to the Branch Manager, Service Manager and other employees involved with the contract.
12. Conducts a telephone introduction of the CSR services
13. Understand the operations of as it pertains to customer service and expectations.
14. Performs other duties as may be assigned.

Job Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Customer Focus: Exercises sound business judgment when negotiating on behalf of both customer and company. Follows through in a timely manner; Responds promptly to customer needs; Asks the right probing questions; Manages difficult or emotional customer situations; Solicits customer feedback to improve service; Builds relationships with customers.



Commercial Positions (cont.)

Customer Service Representative (cont.)

Interpersonal Skills: Focuses on solving conflict, not blaming; Maintains confidentiality; Remains open to other's ideas and tries new things; Treats others with respect and consideration regardless of their status or position; Keeps emotions under control; Accepts responsibility for own actions and responds to management's direction.

Teamwork: Puts success of team above own interests; Contributes to building a positive team spirit; Supports organization's goals and values; Supports everyone's efforts to succeed.

Organizational Support: Follows policies and procedures; Completes administrative tasks correctly; Prioritizes work activities and uses time efficiently; Meets deadlines; Conserves organizational resources. Prioritizes and plans work activities; Uses time efficiently.

Mental Effort: Uses periods of high concentration; Remains focused under pressure.

Quality/Quantity: Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Meets productivity.

Oral/Written Communication: Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Writes clearly and informatively.

Safety and Security: Observes safety and security procedures; Uses equipment and materials properly.

Attendance/Punctuality: Is consistently at work and on time.

Job Qualifications: To perform the job successfully, an individual should perform each essential duty satisfactorily. The qualifications listed below represent the knowledge, skill and/or ability required.

Education and/or Experience: Minimum of 2-3 years in direct customer service field. Knowledge of administrative and clerical procedures such as management of files and records.

Language Skills: Able to write complex correspondence in a clear and understandable manner; Ability to read and comprehend information in a variety of forms; Ability to effectively present information in one-on-one situations to customers, clients and other employees of the organization.

Math Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; Ability to deal with problems involving several concrete variables in standardized situations.

Computer/Office Machine Skills: Requires a strong knowledge of Windows-based computer software, and database/account software: Ability to type at least 50 words per minute, including numbers proficiency; and a working knowledge of general office equipment.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk; sit and use hands to finger, handle or feel. The employee is occasionally required to stand and reach with hands and arms, or to climb ladders. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Work Environments: The work environments are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places and outdoor weather conditions. The noise in the work environment is usually quiet.



Commercial Positions (cont.)

Receptionist

Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization

File Clerk

File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.

Data Entry Clerk

Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.

Accounting Clerk

Compile data, compute fees and charges, and prepare invoices for billing purposes. Duties include computing costs and calculating rates for goods, services, and shipment of goods; posting data; and keeping other relevant records. May involve use of computer or typewriter, calculator, and adding and bookkeeping machines