

Happy Friday Bulldog,

Below you will find a list of job/internship opportunities.

If you wish to enroll in an internship course within Jordan College, you must submit an Internship Record via HireFresnoState and have it approved **PRIOR TO ANY SEMESTER ADD/DROP DEADLINES** to receive a permission number to enroll in the course. This must be done **AT LEAST 2 weeks** prior to any add/drop deadlines.

Excess Unit Form: If you are taking an internship course and it will put you over 18 units, please fill out an Excess Unit Form, [here](#).

Window to register a Summer Internship for Fall Units: Now – May 31, 2024

Window to register a Fall Internship for Fall Units:

- March 1 – May 31, 2024 (early)
- June 1 – July 31, 2024 (Still acceptable)
- August 1 – August 31 (LATE)

Jobs/Internships

HireFresnoState:

- #27257940 - Groth Vineyard Internship
Groth Vineyards & Winery
- #27257941 - Harvest Intern (Sonoma Coast)
Joseph Phelps Vineyards

**Please see attached job flyers from the Career Development Center Career Fairs.

To learn about more scholarships, click [here](#).

For career exploration or resume/cover letter support, please make an appointment with the

Jordan College Internship Coordinator, Nancy Vue. For ACRS21/AET related items, please make an appointment with our Peer Career Coach, Emma Tripp by visiting AG 110 or calling the Jordan Advising and Career Center Office at 559.278.4019.

Please note, we do not allow same-day appointments or making appointments via email. Thank you.



VISIT OUR WEBSITE
WWW.ANDYBOY.COM

Apply to work with our team by checking out our Career Opportunities page
General Administrative resumes please submit resumes to PersonnelRecruitment@darrigo.com
Hourly/Union please complete online application and submit to
Human.Resources@darrigo.com

General and Administrative Openings:

PCA Production Intern
Payroll Clerk
Sales

Hourly/Union Openings:

Public Planning

Fresno County Department of Public
Administration of over 400
employees in the following areas: public
administration, housing and community
planning, natural resource
management, park services, geographic
information systems, and more. We
are here to improve the economic,
social, and environmental well-being of
visitors of Fresno County.

For more information, contact your
local HR department at 559-600-7733.

For more information, please review the link below:



FRESNO STATE.

Jordan College of Agricultural
Sciences and Technology

USDA - RURAL DEVELOPMENT STUDENT INTERN (ACRS21)



SUMMER POSITION!
#27257935
(HIREFRESNOSTATE)

Ideal candidates will be assisting Rural Development Loan Specialists in various areas. Tasks will require some knowledge of analyzing individual's financial statements, credit analysis, and comprehensive financial statements. Candidates will shadow specialists on day-to-day priorities and will assist Loan Specialists in accomplishing tasks related to application grant and loan processing. Candidate will participate in meetings and project field visits.

Qualifications:

- Motivated and resourceful individual
- Self-starter
- Critical thinking
- Experience with Excel

Receive stipend (up to **\$2,550**) upon completion of 150 supervised hours,



Questions? Contact Jordan College Internship Coordinator: nvue@mail.fresnostate.edu



Jordan College of Agricultural
Sciences and Technology

HOW TO REGISTER AN INTERNSHIP FOR ACADEMIC CREDIT

**SUMMER
INTERNSHIP**



**ENROLLED AS
FALL UNITS**

**COMPLETE
INTERNSHIP
RECORD PRIOR TO
SUMMER TERM,
BEFORE SUMMER
INTERNSHIP**

**FALL
INTERNSHIP**



**ENROLL FOR
FALL
SEMESTER**

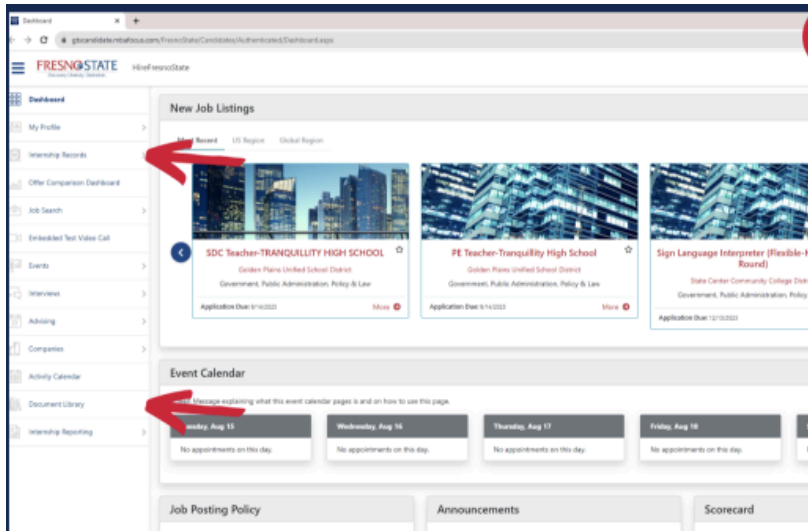
**COMPLETE
INTERNSHIP
RECORD PRIOR TO
FALL, TYPICALLY IN
SPRING SEMESTER**

**SPRING
INTERNSHIP**



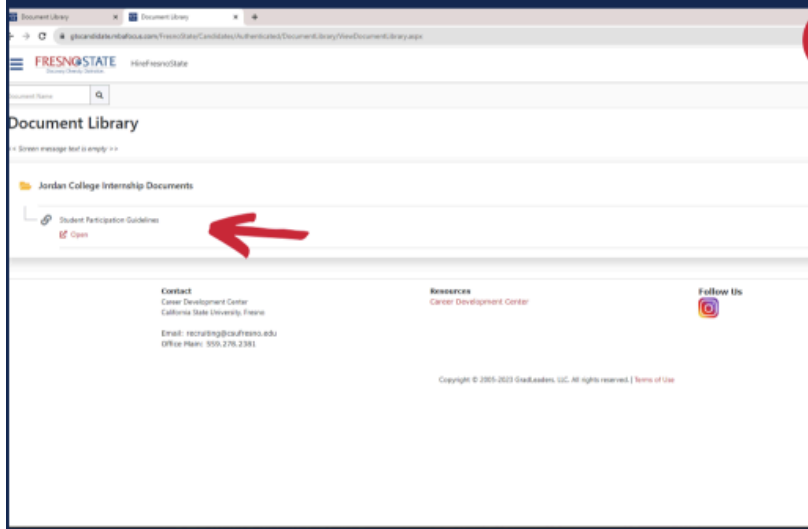
**ENROLL FOR
SPRING
SEMESTER**

**COMPLETE
INTERNSHIP
RECORD PRIOR TO
SPRING, TYPICALLY
IN FALL SEMESTER**



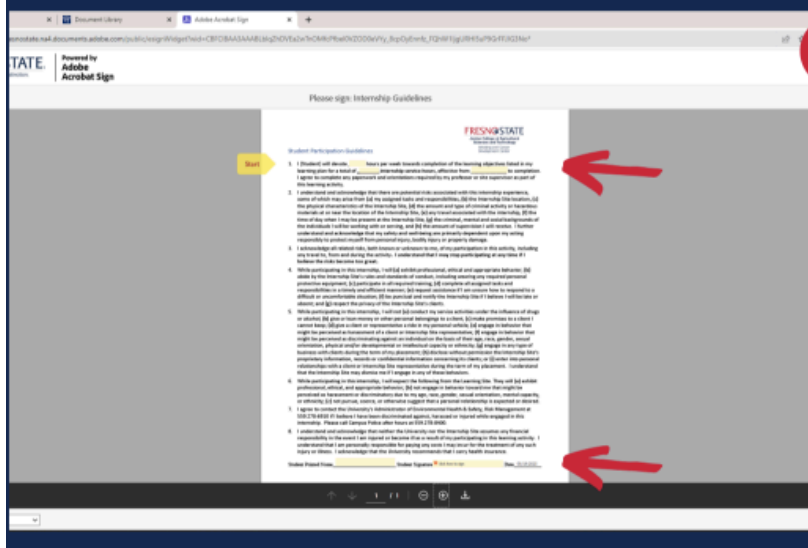
Step 1

Log into HireFresnoState via MyFresnoState portal. Select HireFresnoState within the campus systems. It is important that you use the STUDENT log-in.



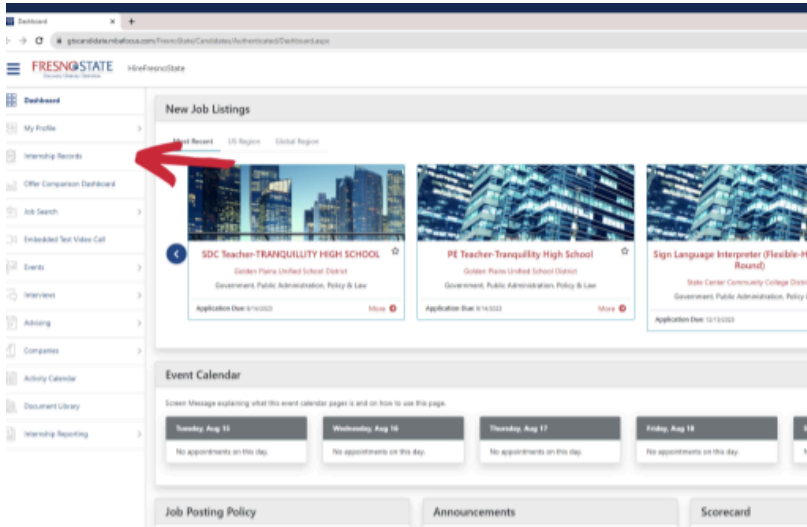
Step 2

Click the "Document Library" on the bottom left. Then open the Jordan College "Student Participation Guidelines" form. If you do not see this form, use the search bar or email the Jordan College internship coordinator.



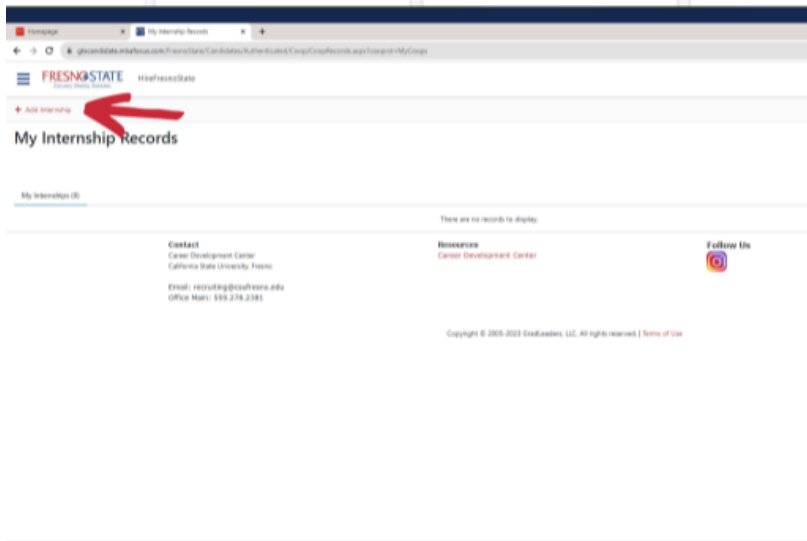
Step 3

Complete the Student Participation Guidelines form. Hours per week x amount of weeks employed = Total number of internship hours. Sign & Submit, then download a copy to re-upload into Internship Record.



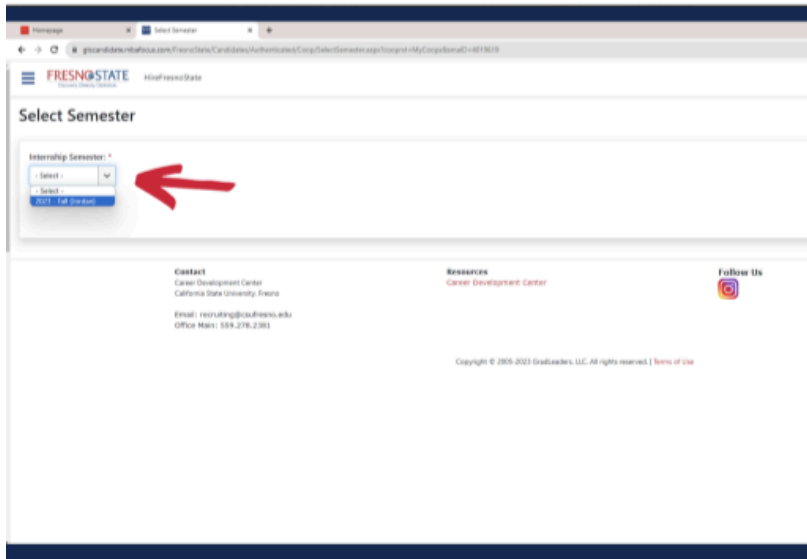
Step 4

Revisit the dashboard and select "Internship Records", then select "My Internship Records".



Step 5

Click "+ Add Internship" to begin your process.



Step 6

Select the semester in which your internship will be active. For example, you are doing an internship in the Fall, therefore you will select "Year - Fall (Jordan)". Summer internships will select "Year - Summer (Jordan)".

Add Internship

Select Organization

Select Your Company:
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Agriculture X' Company

Contact: Career Development Center, California State University, Fresno. Email: recruiting@csufresno.edu, Office Hours: 959-278-2300

Step 7

Input the Company or Organization's official name.

COMPANY INFORMATION

Please Note The Following:
Please note the following in most cases a student may not accept a current job for internship credit. A student may provide an acceptance of their present work place as long as it is a progressive work learning experience in the area of study. The internship must meet the number of hours required by the course and must be supervised by someone who is an expert in the student's major option. A student may not complete an internship under the supervision of a parent or other family member. We reserve the right to contact the intended supervisor to verify information submitted on this page.

Organization Name *

Address Line 1 *

State *

Country *

Supervisor First Name *

Supervisor Title *

Have you or are you currently working for this company? *

How did you find this position? *

Step 8

Complete the application by inputting **THE COMPANY** or **ORGANIZATION'S** information. Please ask your direct supervisor for the appropriate information if you are unsure.

PROPOSED INTERNSHIP POSITION INFORMATION

Type of Organization *

This Internship Position Will Be Performed: *

Proposed End Date *

Detailed Proposed Position Description *

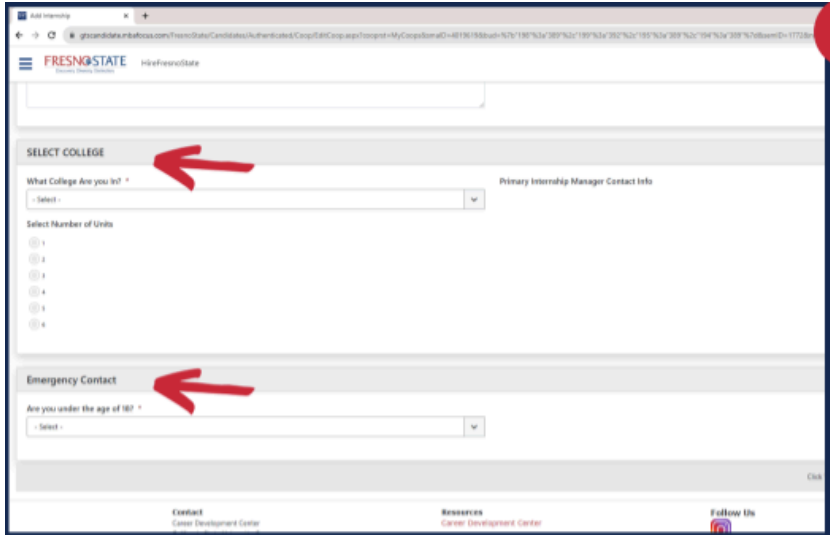
For example: John_Doe Guidelines

Select College

What College Are you in? *

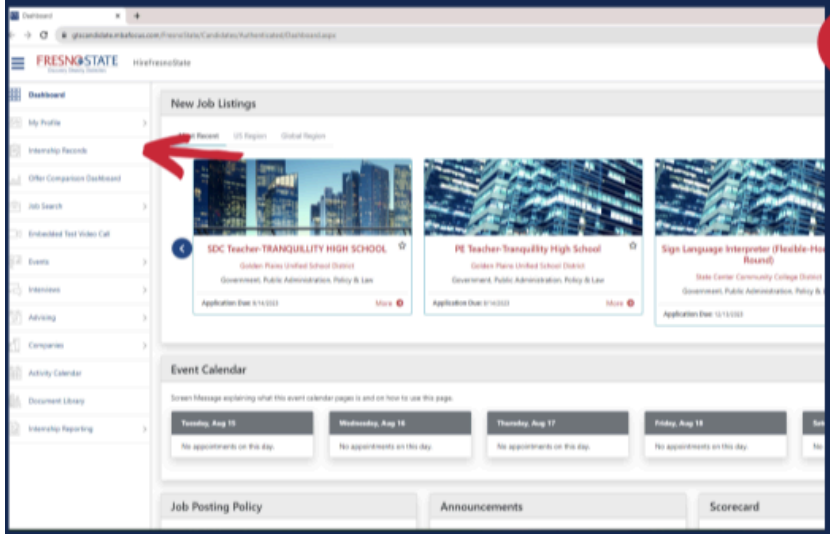
Step 9

Cont. the application by inputting information regarding your internship. In this section, you will re-upload the "Student Participation Guidelines" form and title it: First_Last_Guidelines.



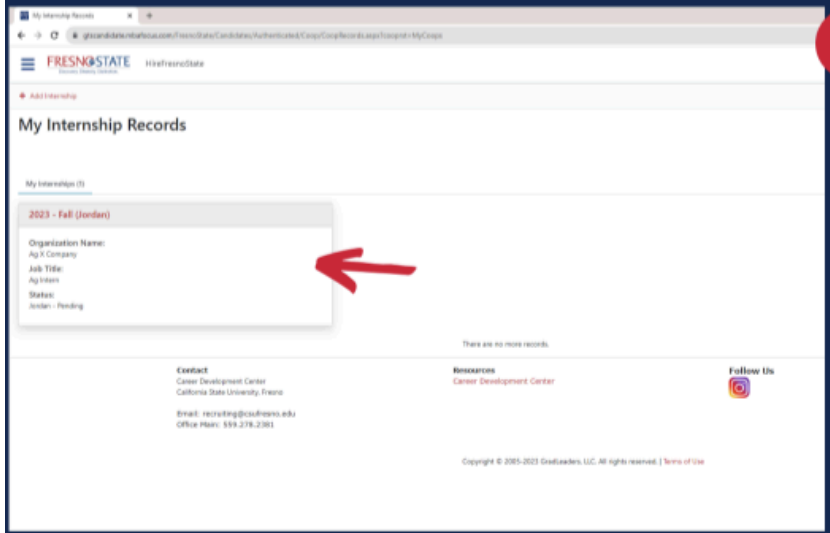
Step 10

Cont. the application by selecting "Jordan College" and the internship course you will be enrolling in + number of units. Complete by providing two(2) emergency contacts and hit "save" to submit application.



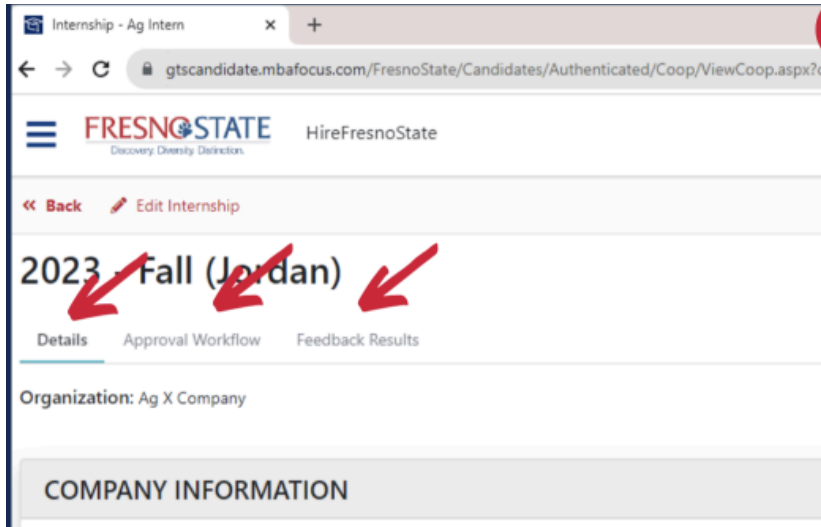
Step 11

Once submitted, you may edit/revisit the application to make changes or check the status of the application under "My Internship Records".



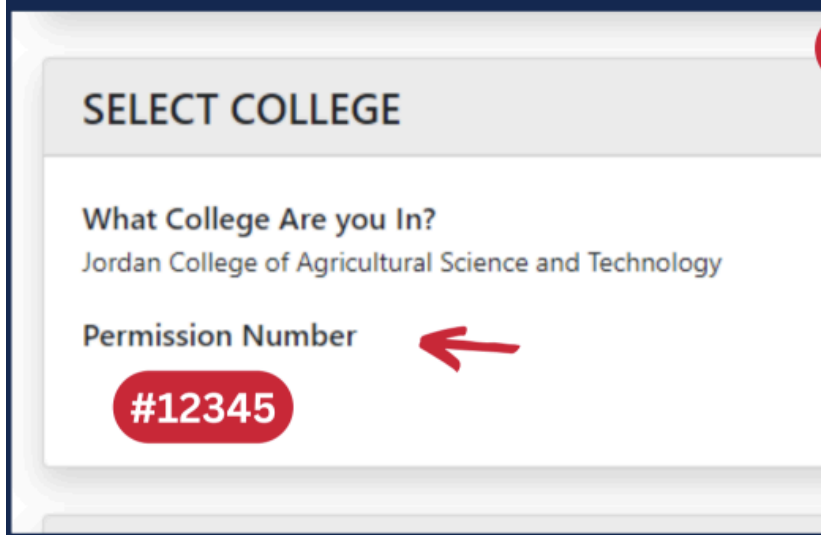
Step 12

Submitted Internship Records will show up in your "My Internship Records".



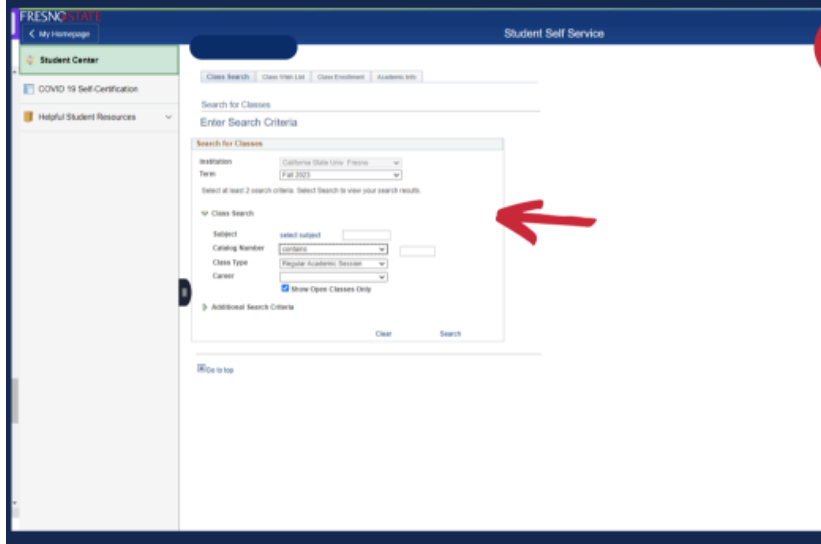
Step 13

You may track the progress of your internship record via the "Approval Workflow" or "Feedback Results".



Step 14

Once the application has been approved by both faculty and employer, a permission number will be inputted DIRECTLY into your internship record, under the "SELECT COLLEGE" section.



Step 15

It is your (the student) responsibility to take the permission number granted to you and enroll yourself into the internship course, prior to any ADD/DROP deadlines of the semester.

ADDING A COURSE USING A PERMISSION NUMBER

Step 1:

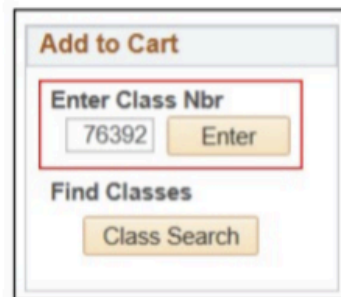
On MyFresnoState, go to your Student Center (*Student Self Service* → *Student Center*) and select **"Class Wish List"** under My Academic Records and Registration



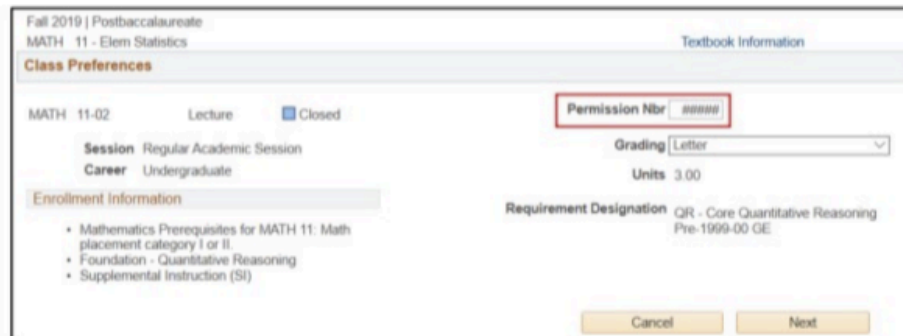
The screenshot shows the 'My Academic Records & Registration' page. On the left side, there is a vertical menu with links: 'Class Search', 'Class Wish List', 'Class Enrollment', and 'Academic Info'. The 'Class Wish List' link is highlighted with a red box. On the right side, there is a header for 'Fall 2019 Schedule' with a 'Class' button below it.

Step 2:

After selecting "Class Wish List," find the "Add to Cart" box on the left side of the screen, and enter the **course number** into the "Enter Class Nbr" box. Select "Enter."



The screenshot shows the 'Add to Cart' box. It contains an input field labeled 'Enter Class Nbr' with the number '76392' entered. To the right of the input field is an 'Enter' button. Below the input field is a 'Find Classes' section with a 'Class Search' button.



The screenshot shows the course details page for 'MATH 11 - Elem Statistics'. The page is titled 'Fall 2019 | Postbaccalaureate' and 'Textbook Information'. Under 'Class Preferences', it shows 'MATH 11-02 Lecture' with a 'Closed' status. There is a 'Permission Nbr' field with '#####' entered, highlighted with a red box. Below this is a 'Grading' dropdown menu set to 'Letter' and 'Units 3.00'. Under 'Enrollment Information', there is a list of prerequisites: 'Mathematics Prerequisites for MATH 11: Math placement category I or II', 'Foundation - Quantitative Reasoning', and 'Supplemental Instruction (SI)'. At the bottom, there are 'Cancel' and 'Next' buttons.

Step 3:

Enter the **permission number** into the "Permission Nbr" box. Select "next" to add the course to your wish list. You are now able to enroll for the course as normal.

(Select the course in the wishlist → "Enroll" → "Finish Enrolling")

FOR QUESTIONS, PLEASE CONTACT THE JORDAN COLLEGE INTERNSHIP COORDINATOR:

NANCY VUE
nvue@mail.fresnostate.edu

To schedule an appointment, please visit our office in AG 110 or call 559.278.4019

PORTERVILLE DEVELOPMENTAL CENTER
P.O. BOX 2000
PORTERVILLE, CALIFORNIA 93258
(559) 782-2087, (559) 782-2322, (559) 782-2325 or (559) 782-2599

HUMAN RESOURCES OFFICE NOTICE OF VACANCIES - VACANCY REPORT #09
February 27, 2024

Vacancies shown below are filled on the following basis: from names appearing on the State Civil Service Eligible List and indicates an interest in our Agency, Reinstatement, and employee transfers. Temporary Authorization for Employment (TAU) and non-testing classifications are the only exceptions and noted as such for specific vacancies.

You are encouraged to be alert for announcements of Civil Service exams for classifications in which you may qualify and file an application at the proper time and place. Faxed applications will not be accepted. Lists of Examination Announcements are posted on the Bulletin Board across the hall from the Human Resources/Payroll Office and by Room 64. Copies of Examination Announcements are located in Room 57, Staff Support Center and by Room 64 of the Administration Building. For additional information, you may go to <https://www.calcareers.ca.gov>.

****APPLICATIONS FOR POSITIONS ADVERTISED SHOULD BE SUBMITTED TO
HUMAN RESOURCES/EXAMINATION UNIT LOCATED IN THE MAIN ADMINISTRATION BUILDING IN ROOM 64****

Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and MUST be signed and dated. List your eligibility (SROA, list eligible, etc.) in the Explanations Section on the front page of the Application (STD-678).

- Candidates who do not submit all the required documents at time of application submission will not be considered in the application process.
- A Standard State Application must be complete and submitted for each Job Control.
- Applications submitted with "see resume" in the job duties section will be considered incomplete and will not be processed.
- If you are using list eligibility from an online exam to qualify for the position, you must include with your application any documentation (i.e. copy of transcript, degree, license, etc.) necessary to verify meeting the MQ's.

22. (JC-419252) MEDICAL RECORD DIRECTOR - \$6146 - \$7694

Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

One, Full-Time, Permanent position available in Clinical Records. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of registration by the American Medical Record Association (AMRA) as a Registered Record Administrator or of certification by the AMRA as an Accredited Record Technician along with an application by the final filing date. All applications will be screened and only the most qualified will be contacted for an interview.

Continuous Until Filled

(JC-395165) AUTOMOTIVE EQUIPMENT OPERATOR I, DMH & DDS - \$3991 - \$4584 Posted: 10/02/2023

Final Filing Date: Continuous Until Filled (Original VR #40)

Multiple, Full-Time, Permanent positions available in General Services/Transportation. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of driver license valid for operation of any bus designed to carry more than 15 passengers, any single vehicle with three or more axles, any such vehicle towing another vehicle weighing less than 6,000 pounds gross along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-395294) CUSTODIAN I - \$3135 - \$3924 Posted: 10/02/2023

Final Filing Date: Continuous Until Filled (Original VR #40)

Multiple, Full-Time, Permanent positions available in General Services/Environmental Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of diploma/transcripts (if using education to meet the MQs) along with an application. If using education to meet MQs, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-395275) CUSTODIAN SUPERVISOR I - \$3557 - \$4457 Posted: 10/02/2023

Final Filing Date: Continuous Until Filled (Original VR #40)

Multiple, Full-Time, Permanent positions available in General Services/Environmental Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of diploma/transcripts (if using education to meet the MQs) along with an application. If using education to meet MQs, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-371573) DISPATCHER-CLERK - \$3760 - \$4705 Posted: 05/16/2023

Final Filing Date: Continuous Until Filled (Original VR #20)

One, Full-Time, Limited-Term (12 month) position available in General Services/PBX Office. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. This is a Limited-Term position that may be extended or may become Permanent. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-402029) HEALTH RECORD TECHNICIAN II (SUPERVISOR) - \$4701 - \$5291 Posted: 11/07/2023

Final Filing Date: Continuous Until Filled (Original VR #45)

One, Full-Time, Permanent position available in Clinical Records. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit education documentation (if utilizing to meet the minimum qualifications) along with an application by the final filing date. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-410126) HEALTH SERVICES SPECIALIST (SAFETY) - \$9883 - \$11780 Posted 01/02/2024

Final Filing Date: Continuous Until Filled (Original VR #01)

Two, Full-Time, Permanent positions available in the CNS Office. Shift to be determined. Hours may be adjusted for training or operational needs. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of current RN license and degree/transcripts (if utilizing education to meet the MQs) along with an application by the final filing date. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-393654) PERSONNEL SUPERVISOR I - \$5368 - \$6719 Posted: 09/19/2023

Final Filing Date: Continuous Until Filled (Original VR #38)

One, Full-Time, Permanent position available in HR/Payroll/Transactions Office. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. Applicants must submit a complete application by the final filing date. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-402950) LOCKSMITH I - \$5282 - \$6079 Posted: 11/14/2023

Final Filing Date: Continuous Until Filled (Original VR #46)

One, Full-Time, Permanent position available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit education/training/apprenticeship documentation (if utilizing to meet the minimum qualifications) along with an application by the final filing date. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-403486) ELECTRONICS TECHNICIAN - \$4848 - \$6427 Posted: 11/21/2023

Final Filing Date: Continuous Until Filled (Original VR #47)

One, Full-Time, Permanent position available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of degree/transcripts (if using education to meet the minimum qualifications) along with an application by the final filing date. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

CONTINUED

(JC-393613) ENERGY RESOURCES SPECIALIST - \$5929 - \$7369 Posted: 09/19/2023

Final Filing Date: Continuous Until Filled (Original VR #38)

One, Full-Time, Permanent position available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit a copy of degree/transcripts (if using to meet MQs) along with an application by the final filing date. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-379541) STATIONARY ENGINEER - \$5911 - \$7195 Posted: 06/27/2023

Final Filing Date: Continuous Until Filled (Original VR #26)

Two, Full-Time, Permanent positions available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of degree/transcripts (if using to meet MQs) or proof of completion of a recognized apprenticeship for stationary engineers (if using to meet MQs) along with an application by the final filing date. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-374991) PEST CONTROL TECHNICIAN - \$4192 - \$4813 Posted: 06/06/2023

Final Filing Date: Continuous Until Filled (Original VR #23)

One, Full-Time, Limited-Term (12 month) position available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatement, employee transfer, and list eligibles. It is required to submit a copy of a valid Field Representative, Branch 2, license (General Pest) issued by the Structural Pest Control Board of the California Department of Consumer Affairs along with an application by the Final Filing Date. This is a Limited-Term position that may be extended or may become Permanent. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-375034) TRACTOR OPERATOR-LABORER - \$4424 - \$5097 Posted: 06/06/2023

Final Filing Date: Continuous Until Filled (Original VR #23)

One, Full-Time, Permanent position available in Plant Operations. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatement, employee transfers and list eligibles. It is required to submit a copy of a driver license valid for the operation of any combination of vehicles along with an application by the Final Filing Date. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-378501) CLINICAL SOCIAL WORKER (HF/CF) (SAFETY) - \$6765 - \$9535 Posted: 06/20/2023

Final Filing Date: Continuous Until Filled (Original VR #25)

One, Full-Time, Permanent position available in Program VII. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of current CSW license, copy of degree/transcripts, and Statement of Qualifications (SOQ) along with an application. The SOQ Guidelines can be obtained from the Exams Office or online job posting. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-377231) INDIVIDUAL PROGRAM COORDINATOR (SAFETY) - \$4272- \$5609 + R/R \$500

Posted: 06/13/2023

Final Filing Date: Continuous Until Filled (Original VR #24)

One, Full-Time, Permanent position available in the Secure Treatment Program. Program to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of their degree/transcripts (if utilizing education to meet MQs) or proof of current RN license (if utilizing license to meet MQs) along with an application. If utilizing education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

CONTINUED ON BACK

(JC-418463) PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY) - \$3108 - \$4070 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Full-Time, Permanent positions available in the Secure Treatment Program. Program, Unit and Shift to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of high school diploma/GED and copy of current CNA certificate along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-418512) PSYCHIATRIC TECHNICIAN ASSISTANT (SAFETY) - \$3108 - \$4070 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Intermittent, Limited-Term (12 month) positions available on the Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. Applicants must submit a copy of high school diploma/GED and proof of current CNA certificate along with an application. This is a Limited-Term position that may be extended to 24 months. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-418499) PSYCHIATRIC TECHNICIAN TRAINEE (SAFETY) - \$3024 - \$3613 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Intermittent, Limited-Term (12 month) positions available on the Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, employee transfers, and list eligibles. Applicants must submit a copy of high school diploma/GED and proof of enrollment in an accredited Psychiatric Technician training program along with an application. This is a Limited-Term position that may be extended to 24 months. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-418482) PRE-LICENSED PSYCHIATRIC TECHNICIAN (SAFETY) - \$3456 - \$4145 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Intermittent, (9 month) TAU positions available in the Registry. Will consider individuals who have completed the Psychiatric Technician training program which is accredited by the California Board of Vocational Nurse and Psychiatric Technician Examiners. Proof of completion must be submitted along with application. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-418434) PSYCHIATRIC TECHNICIAN (SAFETY) - \$5673 - \$6970 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Full-Time, Permanent positions available in the Secure Treatment Program. Program, Unit and Shift to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of current PT license along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-418421) PSYCHIATRIC TECHNICIAN (SAFETY) - \$5673 - \$6970 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Intermittent, Limited-Term (12 month) positions available on the Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of current PT license along with your application. This is a Limited-Term position that may be extended to 24 months. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-418457) SENIOR PSYCHIATRIC TECHNICIAN (SAFETY) - \$6445 - \$8153 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Full-Time, Permanent positions available in the Secure Treatment Program. Program, Unit, Shift and Group to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of current PT license along with your application. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-394803) LICENSED VOCATIONAL NURSE (SAFETY) - \$4790 - \$5996 Posted: 10/02/2023

Final Filing Date: Continuous Until Filled (Original VR #40)

Multiple, Intermittent, Limited-Term positions available on the Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of current LVN license along with an application. This is a Limited-Term position that may be extended to 24 months. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-359413) LICENSED VOCATIONAL NURSE (SAFETY) - \$4790 - \$5996 Posted: 03/08/2023

Final Filing Date: Continuous Until Filled (Original SVR #01)

Multiple, Full-Time, Permanent positions available in the Secure Treatment Program. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of current LVN license along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-359670) REGISTERED NURSE (SAFETY) - \$8964 - \$10684 Posted: 03/07/2023

Final Filing Date: Continuous Until Filled (Original VR #10)

Multiple, Intermittent, Limited-Term (12 month) positions available on the Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of current RN license along with an application. This is a Limited-Term position that may be extended to 24 months. All applications will be screened and only the most qualified will be contacted for an interview.

Level of Care Employees will be required to perform the following Essential Functions: Must be able to lift 50 pounds without assistance; Must be able to participate in client containment, intervention or restraint; Must have the ability to work extended hours and various shifts; Must float to all work areas within the facility if called upon to do so.

(JC-399781) SENIOR PSYCHOLOGIST (HEALTH FACILITY) (SPECIALIST) - \$10257 - \$13201
Posted: 10/24/2023

Final Filing Date: Continuous Until Filled (Original VR #43)

One, Full-Time, Permanent position available in the Secure Treatment Program/Forensic Assessment Team. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of valid Psychologist license (if applicable) and copy of degree/transcripts along with application. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-370248) PSYCHOLOGIST (HEALTH FACILITY-CLINICAL-SAFETY) - \$8673 - \$12571 **Posted: 05/16/2023**

Final Filing Date: Continuous Until Filled (Original VR #20)

Multiple, Full-Time, Permanent positions available in the Secure Treatment Program. Program to be determined. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of valid Psychologist license (if applicable) and copy of degree/transcripts along with an application. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-374954) BEHAVIOR SPECIALIST II - \$6768 - \$8849 **Posted: 06/06/2023**

Final Filing Date: Continuous Until Filled (Original VR #23)

Multiple, Full-Time, Permanent positions available in the Psychology Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a Statement of Qualifications (SOQ) and copy of college transcripts along with an application. The SOQ Guidelines can be obtained from the Exams Office or online job posting. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-394853) BEHAVIOR SPECIALIST II - \$6768 - \$8849 **Posted: 09/26/2023**

Final Filing Date: Continuous Until Filled (Original VR #39)

Multiple, Full-Time, Permanent positions available in the Psychology Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of college transcripts and Board Certified Behavior Analyst certificate along with an application. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-388489) BEHAVIOR SPECIALIST I - \$6443 - \$8427 **Posted: 08/22/2023**

Final Filing Date: Continuous Until Filled (Original VR #34)

Multiple, Full-Time, Permanent positions available in the Psychology Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a Statement of Qualifications (SOQ) and copy of college transcripts along with an application by the final filing date. The SOQ Guidelines can be obtained from the Exams Office or online job posting. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-364199) PHYSICIAN AND SURGEON (SAFETY) - \$16628 - \$25981 **Posted: 04/04/2023**

Final Filing Date: Continuous Until Filled (Original VR #14)

Multiple, Full-Time, Permanent positions available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of current Physician and Surgeon license and proof of completion of an internship in an approved hospital along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-359627) STAFF PSYCHIATRIST (SAFETY) - \$22778 - \$28089 **Posted: 03/07/2023**

Final Filing Date: Continuous Until Filled (Original VR #10)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of valid medical license along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-362871) NURSE PRACTITIONER (SAFETY) - \$11710 - \$13236 Posted: 03/28/2023

Final Filing Date: Continuous Until Filled (Original VR #13)

Two, Full-Time, Permanent positions available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit copy of degree/transcripts, and proof of current RN and NP licenses along with an application by the final filing date. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-400790) PHARMACIST I, DMH & DDS - \$11552 - \$13754 Posted: 10/31/2023

Final Filing Date: Continuous Until Filled (Original VR #44)

One, Full-Time, Permanent position available in MDO/Pharmacy. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of Pharmacist License along with application by the final filing date. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-400808) PHARMACY SERVICES MANAGER - \$13616 - \$14726 Posted: 10/31/2023

Final Filing Date: Continuous Until Filled (Original VR #44)

One, Full-Time, Permanent position available in MDO/Pharmacy. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of Pharmacist License along with an application by the final filing date. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-362909) PRE-LICENSED PHARMACIST - \$5986 - \$7139 Posted: 03/28/2023

Final Filing Date: Continuous Until Filled (Original VR #13)

One, Full-Time, Limited-Term (9 month) position available in the Medical Department/Pharmacy. Will consider eligible, qualified candidates only. Applicants must submit proof of enrollment application as a candidate with the California State Board of Pharmacy to take the Pharmacist licensure examination, a copy of degree/transcripts, and proof of Intern Pharmacist license, along with a standard state application (STD 678) by the final filing date. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-407048) ASSISTIVE TECHNOLOGY SUPERVISOR - \$5126 - \$6421 Posted: 12/12/2023

Final Filing Date: Continuous Until Filled (Original VR #50)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of their degree/transcripts (if utilizing education to meet MQs) along with an application by the final filing date. If using education to meet MQs, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-407041) ASSISTIVE TECHNOLOGY TRAINEE - \$3606 - \$4518 Posted: 12/12/2023

Final Filing Date: Continuous Until Filled (Original VR #50)

One, Full-Time, Permanent position available in the Medical Director's Office/Biomechanical Engineering. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. Applicants must submit a copy of high school or vocational transcripts (if utilizing education to meet MQs) along with application by the final filing date. If using education to meet MQs, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-376530) OCCUPATIONAL THERAPIST, DMH & DDS - \$7803 - \$9187 Posted: 06/08/2023

Final Filing Date: Continuous Until Filled (Original VR #24)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of registration with the National Registry of the American Occupational Therapy Association or eligibility for such registration along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-395218) PHYSICAL THERAPIST II - \$5905 - \$8787 + R/R \$500 Posted: 10/02/2023

Final Filing Date: Continuous Until Filled (Original VR #40)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of valid Physical Therapist license and degree/transcripts (if utilizing education to meet the MQs) along with an application. If utilizing education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-395218) PHYSICAL THERAPIST I, DMH & DDS - \$5409 - \$8024 + R/R \$500 Posted: 10/02/2023

Final Filing Date: Continuous Until Filled (Original VR #40)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of valid Physical Therapist license along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-359680) AUDIOLOGIST I, DMH & DDS - \$5221 - \$7373 Posted: 03/07/2023

Final Filing Date: Continuous Until Filled (Original VR #10)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of Audiologist License and degree/transcripts along with application. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-407027) PODIATRIST, DMH & DDS - \$12970 - \$23137 Posted: 12/12/2023

Final Filing Date: Continuous Until Filled (Original VR #50)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit copy of degree/transcripts and current Podiatrist license along with an application by the final filing date. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-406905) RESPIRATORY CARE PRACTITIONER, DMH & DDS - \$3941 - \$5919 Posted: 12/12/2023

Final Filing Date: Continuous Until Filled (Original VR #50)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of current RCP certificate and copy of degree/transcripts along with an application. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-407031) SPEECH PATHOLOGIST I, DMH & DDS - \$5905 - \$7941 Posted: 12/12/2023

Final Filing Date: Continuous Until Filled (Original VR #50)

One, Full-Time, Permanent position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of a valid Speech Pathologist license and copy of degree/transcripts along with an application. An official transcript will be required prior to appointment. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-370018) RADIOLOGIC TECHNOLOGIST - \$5855 - \$6821 Posted: 05/02/2023

Final Filing Date: Continuous Until Filled (Original VR #18)

One, Full-Time, Limited-Term (12 month) position available in the Medical Department. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit a copy of current Radiologic Technologist certificate and proof of completion of a two-year radiologic technology training program (if using training to meet MQs) along with an application. If utilizing training, an official transcript will be required prior to being appointed. This is a Limited-Term position that may be extended or may become Permanent. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-395181) SENIOR CLINICAL LABORATORY TECHNOLOGIST - \$5711 - \$7511 Posted: 10/02/2023

Final Filing Date: Continuous Until Filled (Original VR #40)

One, Full-Time, Permanent position available in the Medical Department/Laboratory. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit proof of current clinical laboratory technologist license or a similar license of equal or higher level along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-359651) CLINICAL LABORATORY TECHNOLOGIST - \$5477 - \$6821 Posted: 03/07/2023

Final Filing Date: Continuous Until Filled (Original VR #10)

One, Full-Time, Limited-Term (12 month) position available in the Medical Department/Laboratory. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit a Clinical Laboratory Technologist license (or similar license of equal or higher level) along with an application. This is a Limited-Term position that may be extended or may become Permanent. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-371669) DIETETIC TECHNICIAN (SAFETY) - \$3689 - \$4621 Posted: 05/16/2023

Final Filing Date: Continuous Until Filled (Original VR #20)

One, Full-Time, Limited-Term (12 month) position available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of registration with the Commission on Dietetic Technician Registration of the American Dietetic Association (if applicable) or copy of degree/transcript along with an application. If utilizing education, an official transcript will be required prior to being appointed. This is a Limited-Term position that may be extended or may become Permanent. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-357534) REGISTERED DIETITIAN (SAFETY) - \$6146 - \$8155 Posted 03/08/2023

Final Filing Date: Continuous Until Filled (Original SVR #01)

One, Full-Time, Permanent position available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of Registration with the Commission on Dietetic Registration of the American Dietetic Association along with application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-360222) PRE-REGISTERED DIETITIAN - \$4261 - \$5524 Posted 03/14/2023

Final Filing Date: Continuous Until Filled (Original VR #11)

Multiple, Full-Time, TAU (6 month) positions available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers and list eligibles. It is required to submit proof of application for Registration with the Commission on Dietetic Registration of the American Dietetic Association and a copy of degree/transcript along with application. An official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-414056) COOK SPECIALIST II - \$3996 - \$4907 Posted: 01/30/2024

Final Filing Date: Continuous Until Filled (Original VR #05)

One, Full-Time, Permanent, position available in Dietetic Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of education/training (if utilizing to meet the MQs) along with an application by the final filing date. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-381888) COOK SPECIALIST I - \$3581 - \$4388 Posted: 07/18/2023

Final Filing Date: Continuous Until Filled (Original VR #29)

One, Full-Time, Permanent, position available in Dietetic Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of education/training (if utilizing to meet the MQs) along with an application by the final filing date. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-403477) FOOD SERVICE SUPERVISOR I - \$3459 - \$4328 Posted: 11/21/2023

Final Filing Date: Continuous Until Filled (Original VR #47)

One, Full-Time, Limited-Term (12 month) positions available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit copy of degree/transcript (if utilizing education to meet MQs) along with an application by the final filing date. If using education to meet MQs, an official transcript will be required prior to being appointed. This is a Limited-Term position that may be extended or may become Permanent. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-359753) FOOD SERVICE SUPERVISOR I - \$3459 - \$4328 Posted: 03/07/2023

Final Filing Date: Continuous Until Filled (Original VR #10)

Two, Full-Time, Permanent positions available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit a copy of diploma/transcript or equivalent (if utilizing education to meet MQs) along with an application by the final filing date. If using education to meet MQs, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-417356) FOOD SERVICE WORKER I (SAFETY) - \$3138 - \$3924 Posted 02/20/2024

Final Filing Date: Continuous Until Filled (Originally VR #08)

Multiple, Full-Time, Limited-Term (12 month) positions available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of completion of eighth grade or equivalent (if using education to meet MQs) along with an application. If using education, an official transcript will be required prior to being appointed. This is a Limited-Term position that may be extended or may become permanent. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-418683) FOOD SERVICE WORKER I (SAFETY) - \$3138 - \$3924 Posted: 02/27/2024

Final Filing Date: Continuous Until Filled (Original VR #09)

Multiple, Full time, Permanent positions available in Dietetics. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of completion of eighth grade or equivalent (if using education to meet MQs) along with an application. If using education, an official transcript will be required prior to being appointed. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-360261) FOOD SERVICE WORKER I (SAFETY) - \$3138 - \$3924 Posted: 03/14/2023

Final Filing Date: Continuous Until Filled (Original VR #11)

Multiple, Intermittent, Limited-Term (12 month) positions available in Dietetics/Registry. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit proof of completion of eighth grade or equivalent (if using education to meet MQs) along with an application. If using education, an official transcript will be required prior to being appointed. This is a Limited-Term position that may be extended to 24 months. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-418235) STUDENT ASSISTANT - \$2985 - \$4023 Posted: 02/20/2024

Final Filing Date: Continuous Until Filled (Original VR #08)

Multiple, Temporary (9 month), Intermittent positions available in Central Program Services. Will consider eligible, qualified candidates only. Applicants must submit proof of enrollment as a student in an appropriate college or university program along with an application by the final filing date. Individuals who are, or have been, a dependent child in foster care, a homeless youth, a formally incarcerated youth, or a victim of human trafficking as defined by Government Code section 18220 are encouraged to apply and will be given priority. If you are applying under this eligibility status, please note on your application your eligibility by stating "preference under Government Code section 18220." Please note that prior to appointment, individuals claiming preference under one of these categories will be required to furnish documentation establishing their eligibility. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-371134) ASSISTANT CHIEF CENTRAL PROGRAM SERVICES (EDUCATIONAL) - \$7117 - \$8848

Posted: 05/09/2023

Final Filing Date: Continuous Until Filled (Original VR #19)

One, Full-Time, Permanent position available in Central Program Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must submit copy of valid standard CA supervision credential, or an administration credential, or life diplomas or credentials of equivalent authorization issued under the authority of the Commission for Teacher Preparation and Licensing along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-360243) TEACHER, STATE HOSPITALS (ADULT EDUCATION) - \$5189 - \$9019 Posted: 03/14/2023

Final Filing Date: Continuous Until Filled (Original VR #11)

One, Full-Time, Permanent position available in Central Program Services/Education. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of your Teaching Credential/Official Transcripts along with your application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-360253) TEACHER, SH (SEVERELY HANDICAPPED-DD-SAFETY) - \$5189 - \$9019 Posted: 03/14/2023

Final Filing Date: Continuous Until Filled (Original VR #11)

Two, Full-Time, Permanent positions available in Central Program Services/Education. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. It is required to submit a copy of your Teaching Credential/Official Transcripts along with your application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-373592) VOCATIONAL INSTRUCTOR (CARPENTRY-SAFETY) - \$5189 - \$9019 Posted: 05/23/2023

Final Filing Date: Continuous Until Filled (Original VR #21)

One, Full-Time, Permanent position available in Central Program Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfer and list eligibles. It is required to submit a copy of valid teaching credential along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-360234) SUPPORT SERVICES ASSISTANT (INTERPRETER) - \$3830 - \$5473 Posted: 03/21/2023

Final Filing Date: Continuous Until Filled (Original VR #12)

One, Full-Time, Permanent position available in Central Program Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. You must have either experience providing interpreting services to hearing impaired persons or be in possession of a valid Certificate issued by the Registry of Interpreters for the Deaf. If you are in possession of a certificate, then you must provide a copy along with an application. All applications will be screened and only the most qualified will be contacted for an interview.

(JC-411779) PEACE OFFICER I, DEVELOPMENTAL CENTER - \$5915 - \$7420 Posted: 01/11/2024

Final Filing Date: Continuous Until Filled

Multiple, Full-Time, Permanent positions available in the Office of Protective Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must have completed the POST Regular Basic Course. It is required to submit a copy of POST and Criminal Record Supplemental Questionnaire along with an application. All applications will be screened and only the most qualified will be contacted for an interview. **For information on how to apply, contact Araceli Strawmier (916) 322-7655.**

(JC-392129) PEACE OFFICER II, DEVELOPMENTAL CENTER - \$6154 - \$8124 Posted: 09/08/2023

Final Filing Date: Continuous Until Filled

Multiple, Full-Time, Permanent positions available in the Office of Protective Services. Will consider DROA, SROA, departmental and general re-employment list procedures, reinstatements, employee transfers, and list eligibles. Applicants must have completed the POST Regular Basic Course. It is required to submit a copy of POST and Criminal Record Supplemental Questionnaire along with an application. All applications will be screened and only the most qualified will be contacted for an interview. **For information on how to apply, contact Araceli Strawmier (916) 322-7655.**

YOSEMITE FARM CREDIT, ACA

APPRAISAL SUMMER INTERNSHIP PROGRAM

POSITION:

Agricultural Appraisal Internship

ABOUT YOSEMITE FARM CREDIT:

As a farmer-owned co-op with over 100-year history serving the agriculture community in Stanislaus, Merced, Tuolumne and Mariposa counties, Yosemite Farm Credit has a commitment to our region's agriculture. The Association currently provides lending services to approximately 5,200 customers with loan volume approximately \$4.4 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts. Yosemite Farm Credit's culture of collaboration and team values provides a great atmosphere that allows individuals to contribute to its Vision - *Helping Our Members Prosper!*

SUMMER INTERNSHIP PROGRAM:

Each summer, Yosemite Farm Credit provides a unique internship opportunity for college students above and beyond a summer job. Yosemite Farm Credit offers a 10-week, paid summer internship program aimed towards Juniors and Seniors located within various branch offices: Turlock or Modesto. This successful program offers the opportunity for college students to gain valuable on-the-job training for the farm real estate appraisal process. Join our team for the summer and gain real-world, hands-on experience alongside our dynamic professionals.

- ◆ Exposure to appraisal practices and procedures
- ◆ Assist licensed appraisers in the completion of appraisals
- ◆ Learn the appraisal process as it relates to agricultural lending
- ◆ Exposure to diverse agriculture in the San Joaquin Valley
- ◆ Conduct field inspections for appraisals
- ◆ Experience working in a professional office environment

TYPICAL EDUCATION AND EXPERIENCE:

- ◆ Pursuing a four-year degree or enrolled in a graduate program
- ◆ Minimum 3.0 GPA preferred
- ◆ Strong verbal, written, analytical, and interpersonal skills
- ◆ Proficient in Microsoft Office tools, including Word, Excel, and Outlook
- ◆ Must be comfortable adapting quickly to new technology and software

Please send cover letter, resume, and transcripts to:
Yosemite Farm Credit, ACA
Attn: HR Department, Cinthia Avila
PO Box 3278
Turlock, CA 95381
or email: careers@yfc.ag

RESUMES WILL BE ACCEPTED THROUGH FEBRUARY 19, 2024

Compensation - \$20/hour

For more information, please contact Jerry Furtado at jaf@yfc.ag.



www.yosemitefarmcredit.com



EEO/AA/M/F/V/D EMPLOYER

YOSEMITE FARM CREDIT, ACA

AGRICULTURAL FINANCE SUMMER INTERNSHIP PROGRAM

POSITION:

Agricultural Finance Internship

ABOUT YOSEMITE FARM CREDIT:

As a farmer-owned co-op with over 100-year history serving the agriculture community in Stanislaus, Merced, Tuolumne and Mariposa counties, Yosemite Farm Credit has a commitment to our region's agriculture. The Association currently provides lending services to approximately 5,200 customers with loan volume approximately \$4.4 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts. Yosemite Farm Credit's culture of collaboration and team values provides a great atmosphere that allows individuals to contribute to its Vision - *Helping Our Members Prosper!*

SUMMER INTERNSHIP PROGRAM:

Each summer, Yosemite Farm Credit provides a unique internship opportunity for college students above and beyond a summer job. Yosemite Farm Credit offers a 10-week, paid summer internship program aimed towards Juniors and Seniors located within one of our 6 branch offices (Modesto, Turlock, Patterson, Los Banos, Oakdale, and Merced). This successful program offers the opportunity for college students to gain valuable on-the-job training for the agricultural lending process. Join our team for the summer and gain real-world, hands-on experience alongside our dynamic professionals.

- ◆ Exposure to credit philosophies and underwriting process
- ◆ Observe new loan applications
- ◆ Test your understanding of finance and your analytical abilities
- ◆ Learn resources and techniques for prospecting new customers
- ◆ Exposure to real estate appraisals and chattel inspections
- ◆ Promote Yosemite Farm Credit through various marketing events (if applicable)
- ◆ Experience working in a professional office environment
- ◆ Immerse yourself in the local ag community

TYPICAL EDUCATION AND EXPERIENCE:

- ◆ Pursuing a four-year degree or enrolled in a graduate program
- ◆ Minimum 3.0 GPA preferred
- ◆ Strong verbal, written, analytical, and interpersonal skills
- ◆ Proficient in Microsoft Office tools, including Word, Excel, and Outlook
- ◆ Must be comfortable adapting quickly to new technology and software

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**Yosemite Farm Credit, ACA
Attn: HR Department, Cinthia Avila
PO Box 3278
Turlock, CA 95381
or email: careers@yfc.ag**

RESUMES WILL BE ACCEPTED THROUGH FEBRUARY 19, 2024

Compensation - \$20/hour



www.yosemitefarmcredit.com



EEO/AA/M/F/V/D EMPLOYER



LENDING INTERNSHIP WHAT TO EXPECT

The Finance Lending Internship is designed to provide our interns with a good understanding of the Ag lending process. We are passionate about the members we serve and have fun while doing so. Below is a brief overview of what the internship entails.

- ✓ Follow a new loan request from initial meeting through analyzing, approval, appraisal, Legal Documentation Department (LDD), Operations and Accounting.
- ✓ Spend an extensive amount of time in the excel linked workbooks.
- ✓ Become familiar with different loan applications (PCA, FLCA, Quick Loan) and checklists.
- ✓ Become familiar with how to structure a loan and different types of loans (PCA, FLCA).
- ✓ Become familiar with various financial forms/documents (balance sheets, income statements, financial analysis and more).
- ✓ Learn about loan narratives.
- ✓ Learn about the loan servicing actions (interest rate conversion, partial releases, and more).
- ✓ Learn how to prepare packages for loan signup and submission to title company.
- ✓ Attend Credit Courses: Intro to Ag Credit Lending & Ag Credit Process.
- ✓ Visit a member operation (dairy or farm/ranch).
- ✓ Exposure to land and chattel appraisals.
- ✓ Shadow various departments to understand what role they play in the lending process (Loan Accounting, Legal Documentation, Operations, Credit Analysts).
- ✓ Learn about leasing programs.
- ✓ Attend various marketing events.

HELPING OUR MEMBERS PROSPER





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Tel • (559) 276-0401 | Fax • (559) 272-9363
sjorgensen@pacificagronomics.com

Seasonal Field Technician Job Description Overview:

As an entry level job/ paid internship within our company, the Field Technician will be certified/trained in use of a 503 Elite Hydro neutron probe and be responsible for the daily reading of soil moisture.

Responsibilities and Duties:

- Safe operation of a company owned vehicle on roads and farms.
- Proper handling/use of the radioactive neutron probe.
- Use of a soil push probe and soil auger for soil sampling.
- Accurate tissue sampling.
- Safe operation of a pressure chamber.

Qualifications:

- Valid driver's license and a clean driving record
- Effective communication skills
- Ability to lift and move 25-50 lbs.
- Strong work ethic
- Dependability and a positive attitude

Work Schedule:

- Monday through Friday
- 8-40 Hours/week with occasional overtime
- Will work around your school schedule.

Learning Objectives:

- Proper sampling techniques for tissue and soils.
- Familiarity with the hydro probe and the data that correlates to soil moisture.
- Estimating soil/water holding capacities and availability to plants.
- Learn to interpret laboratory results.

Pay:

\$17.00/Hour

Please send inquiries to Samantha Ramirez

sramirez@pacificagronomics.com



Harvest Internships – Paso Robles

Riboli Family Winery is looking for Part Time and Full Time Interns for the 2024 Harvest Season at our San Antonio Winery Production Facility in Paso Robles, CA. Interns at RFW have a unique opportunity to have an active role in the crafting of exceptional quality wines. We aim to educate our interns in all aspects of winemaking, while giving them hands-on experience implementing what they learn. We expect our intern to be positive, open minded and willing to learn, have outstanding attention to detail, and able to precisely follow instructions.

Duties:

Collecting and processing grape samples, assisting in receiving and processing fruit, monitoring fermentations, simple lab analyses (°brix, pH, TA, FSO₂), equipment operation (sorting tables, destemmer, pumps, steam generator, pressure washer), tank and equipment cleaning and sanitization, and conducting punch downs and pump overs. The ideal candidates will have an interest in a career in fine wine production and a desire to be a team player with a positive attitude. Some experience in these practices is desired, but not necessary.

About Us:

Riboli Family Wines is a family owned and operated company founded in Los Angeles, CA in 1917 with over a century of winemaking experience with innovation and sustainability being the key to our success. We remain dedicated to maintaining the excellence and integrity that reflect our family's legacy of four generations. <https://riboliwines.com/>

San Antonio Winery, includes 9 vineyards totaling over 1200 acres in Paso Robles, Monterey, and Napa Valley.

San Antonio Winery produces over 130,000 cases of estate wines at our state of the art, solar winemaking facility in Paso Robles, CA which has been designated as both Winery and Grower Certified by the CSWA (California Sustainable Winegrowing Alliance).

San Antonio Winery was named "Winery of Year" in 2018 by Wine Enthusiast Magazine. We are the number 6th manufacturer in CA and the number 11th nationwide.

Pay Range: \$19.00 - \$22.00 – Summer through Fall of 2024

If interested please contact Jenn Crosbie, HR Manager at jcrosbie@riboliwines.com with San Antonio Winery Harvest Internship in the subject line.



Harvest Internships – Paso Robles

Jada Vineyard and Winery is looking for Part-Time and Full-Time Interns for the 2024 Harvest Season at Production Facility in Paso Robles, CA. Interns at Jada have a unique opportunity to have an active role in the crafting of exceptional quality wines. We aim to educate our interns in all aspects of winemaking, while giving them hands-on experience implementing what they learn. We expect our intern to be positive, open minded and willing to learn, have outstanding attention to detail, and able to precisely follow instructions.

Duties:

Collecting and processing grape samples, assisting in receiving and processing fruit, monitoring fermentations, simple lab analyses (°brix, pH, TA, FSO₂), equipment operation (sorting tables, destemmer, pumps, steam generator, pressure washer), tank and equipment cleaning and sanitization, and conducting punch downs and pump overs. The ideal candidates will have an interest in a career in fine wine production and a desire to be a team player with a positive attitude. Some experience in these practices is desired, but not necessary.

About Us:

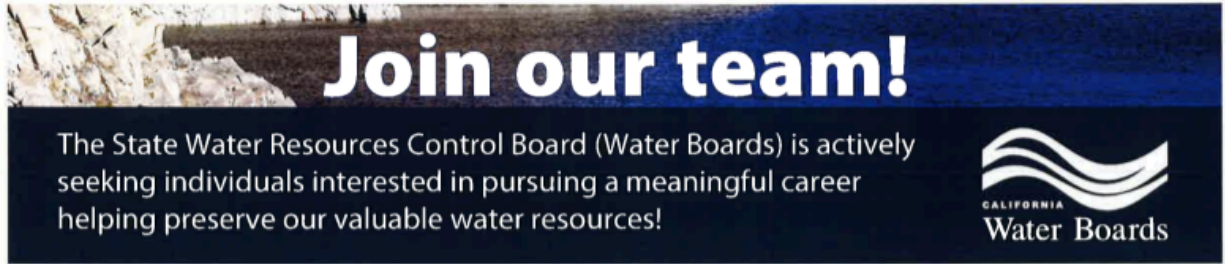
Jada Vineyard and Winery is in the Willow Creek District of the Paso Robles AVA. We produce small lot, superior quality wines from estate grown grapes with a focus on Rhone and Bordeaux varieties. We combine sustainable and organic farming practices with the use of analytical tools to maximize grape quality in our vineyard and are Certified Organic by CCOF. Our small winemaking team utilizes both modern and traditional techniques to craft wines of finesse and precision.

Jada has produced highly regarded wines by virtue of a series of extraordinary winemakers inspired by an extraordinary vineyard. Jada has become a quality leader in the region & even today we remain one of the only all-estate, organically farmed producers on the West-side of Paso Robles with distinct Rhone & Bordeaux programs. <https://www.jadavineyard.com/>

For the second year in a row, a Jada Cabernet was named to Jeb Dunnuck's Annual List of Top 100 Wines. No other Paso Bordeaux made this prestigious list in either 2021 or 2022. Jada's 2018 WCS Syrah named "America's Greatest Rhone Wines" by Pierre DuMont, Piedmont Press, May 2022

Pay Range: \$19.00 - \$22.00 – Summer through Fall of 2024

If interested please contact Jenn Crosbie, HR Manager at jcrosbie@riboliwines.com with Jada Harvest Internship in the Subject Line.



Join our team!

The State Water Resources Control Board (Water Boards) is actively seeking individuals interested in pursuing a meaningful career helping preserve our valuable water resources!



OUR MISSION:

To preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations.

Environmental Scientist

TYPICAL ENVIRONMENTAL SCIENTIST (ES) JOB DUTIES:

Environmental Scientists gather data on public health, environmental, agricultural productivity, and natural resource management issues; perform preliminary environmental analysis, research, surveys, investigations, and studies of less difficulty; prepare preliminary drafts of reports; prepare drafts of routine correspondence; answer questions of a routine and minor nature from the public; prepare regulatory and compliance documents; and do other related work. Work at this level is characterized by a reliance on detailed instructions and assistance from lead persons and supervisors in the application of proven techniques and methodologies to assigned work.

MINIMUM QUALIFICATIONS:

Possession of a bachelor's or advanced degree with a major in a biological, chemical, physical, or environmental science, soil science, water science, hydrology, agronomy, natural resource science, environmental or public health, physical geography, or a closely related scientific discipline.

PROFESSIONAL GROWTH OPPORTUNITIES:

↳ Environmental Scientist < Senior Environmental Scientist (Specialist) < Senior Environmental Scientist (Supervisory) < Environmental Program Manager I (Supervisory) < Environmental Program Manager I (Managerial) < Environmental Program Manager II



Explore Open Positions @ CalCareers.ca.gov

View Exam Bulletins @ www.WaterBoards.ca.gov



3 STEPS TO APPLY

1 Create a CalCareers account

2 Take the exam

3 Start applying



www.waterboards.ca.gov



Join our team!

The State Water Resources Control Board (Water Boards) is actively seeking individuals interested in pursuing a meaningful career helping preserve our valuable water resources!



OUR MISSION:

To preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations.

Engineering Geologist

TYPICAL ENGINEERING GEOLOGIST (EG) JOB DUTIES:

Engineering Geologists typically work with engineers, environmental specialists, and seismologists on issues related to groundwater, construction, mineral resource, and seismic safety issues. Engineering Geologists locate, identify, classify, analyze, and submit recommendations regarding the nature, extent, and occurrence of groundwater, rock, and other earth materials; prepare geologic profiles, cross sections, structure maps, charts, and graphs; prepare geological reports pertinent to the design, construction, maintenance, and ultimate use of engineering structures, and to ground water development and utilization. Engineering Geologists advise and consult with Federal and local agencies and are often involved in extensive public and professional contact.

MINIMUM QUALIFICATIONS:

Equivalent to graduation from college with major work in geology, engineering geology, or a closely related field that includes coursework in geology. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) This role requires the Engineering Geologist exam be taken and passed as a hiring prerequisite.

PROFESSIONAL GROWTH OPPORTUNITIES:

↳ Engineering Geologist < Senior Engineering Geologist < Supervising Engineering Geologist



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CalCareers.ca.gov

View Exam Bulletins @
www.WaterBoards.ca.gov



3 STEPS TO APPLY

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Join our team!

The State Water Resources Control Board (Water Boards) is actively seeking individuals interested in pursuing a meaningful career helping preserve our valuable water resources!



OUR MISSION:

To preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations.

Water Resource Control Engineer

TYPICAL WATER RESOURCE CONTROL ENGINEER (WRCE) JOB DUTIES:

Water Resource Control Engineers perform engineering duties related to the water quality and water rights programs of the Board; conduct or supervise investigations, inspections, studies, and preparation of surveys and reports; conduct, supervise, or manage the preparation of waste discharge requirements and permits, water rights hearings, permits, licenses, enforcement actions, and other work related to the implementation of Federal and State water quality and water rights laws and policies; review facilities' plans and engineering documentation for the construction of wastewater treatment plants under the State/Federal clean water grant program; advise and consult with Federal and local agencies involved in water quality control and water rights, often involving extensive public and professional contacts; may act as expert witnesses in Board or court actions.

MINIMUM QUALIFICATIONS:

Equivalent to graduation from college with a bachelor's or advanced degree curriculum accredited by the Accreditation Board for Engineering and Technology with major work in environmental, chemical, sanitary, mechanical, agricultural, geotechnical, or civil engineering, or a related engineering discipline. This role requires the WRCE exam be taken and passed as a hiring prerequisite.

PROFESSIONAL GROWTH OPPORTUNITIES:

↳ Water Resource Control Engineer < Senior Water Resource Control Engineer < Supervising Water Resource Control Engineer (Supervisory) < Principal Water Resource Control Engineer



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View Exam Bulletins @
www.WaterBoards.ca.gov



3 STEPS TO APPLY

- 1** Create a CalCareers account
- 2** Take the exam
- 3** Start applying

Created: 01-2024



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SPECIALTY POSITIONS OFFERED

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- Field Training Officer
- Oil Spill Prevention and Response
- Academy Staff
- Commercial Fishing
- CalTIP Coordinator
- Streambed Alterations
- Delta Bay Enhanced Enforcement Team
- Warden Pilot
- Firearms Instructor
- Weaponless Defense Instructor
- Tactical Baton Instructor
- Cannabis Enforcement Program

COMPENSATION

- Range A- \$5,347- \$7,079, Range B- \$6,039- \$8,460
- Education Incentive
- CalPERS Retirement
- Full Medical, Dental, and Vision for you and your family
- \$950 Annual Uniform Allowance
- Special Assignments with Premium Pay
- Bilingual Pay
- 2 to 4 Weeks of Vacation Per Year
- Sponsored Academy Cadets have salary and expenses paid

QUALIFICATIONS

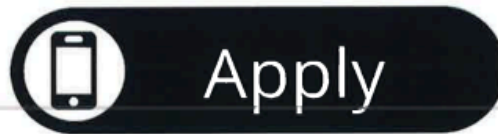
- Be at least 21 years of age at completion of academy
- 60 semester units of college, 18 of those units in a "related" field
- Possess a valid Driver's License
- No felony convictions or convicted of any offense which precludes you from carrying a firearm under State or federal law.
- Be of sound physical condition, able to pass the Physical Abilities Test, a Medical evaluation, and a Psychological evaluation



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becomeagamewarden@wildlife.ca.gov



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A FRUTURA COMPANY

Accounting Assistant Intern
Location: Reedley, CA

Founded in 2005, Dayka & Hackett is a U.S. based fresh fruit sales and distribution company focused on supplying highly desired fresh fruit products to supermarkets, club stores, wholesale receivers, and other distribution outlets throughout North America and many other parts of the world. The company sources, packs, sells, and distributes year-round supplies of table grapes, citrus, mangos, avocados, kiwi, Asian pears, and other fresh fruit products. Dayka & Hackett is headquartered in Reedley, California with offices in Ventura, California; Wilmington, Delaware; McAllen, Texas and Hong Kong. The company enjoys extensive North American and international trade recognition and maintains a vast network of relationships with many of the world's leading growers, exporters, fruit genetic companies, and suppliers as well as foreign supermarkets and fresh fruit receivers.

Job Description:

An Accounting Assistant Intern is responsible for practicing their accounting knowledge and skills in a professional setting. Their duties include supporting the accounting team with various accounting projects and tasks.

Job Duties:

- Analyzes and processes accounts payable in a timely manner.
- Coding and preparing vendor invoices with supplier codes.
- Generate payment to vendors on a routine schedule.
- Reconcile vendor statements.
- Maintain payables and vendor files with proper documentation.
- Perform data entry and various other office duties and projects, as needed.

Requirements:

- Punctual, reliable, positive attitude.
- Thrives in a high-pressure environment.
- Strong communication and interpersonal/teamwork skills required
- Superior organization, planning, multitasking and prioritizing skills.
- Solid computer knowledge, comfortable with technology
- Excellent Judgment and decision-making abilities.
- Ability to multi-task.
- Famous Software knowledge, a plus.
- Proficient with Microsoft Office Suite or related software.



A FRUTURA COMPANY

Sales office Intern

Locations: Reedley, CA and Ventura, CA

Founded in 2005, Dayka & Hackett is a U.S. based fresh fruit sales and distribution company focused on supplying highly desired fresh fruit products to supermarkets, club stores, wholesale receivers, and other distribution outlets throughout North America and many other parts of the world. The company sources, packs, sells, and distributes year-round supplies of table grapes, citrus, mangos, avocados, kiwi, Asian pears, and other fresh fruit products. Dayka & Hackett is headquartered in Reedley, California with offices in Ventura, California; Wilmington, Delaware; McAllen, Texas and Hong Kong. The company enjoys extensive North American and international trade recognition and maintains a vast network of relationships with many of the world's leading growers, exporters, fruit genetic companies, and suppliers as well as foreign supermarkets and fresh fruit receivers.

Job Description: Work closely with select senior members of our sales team to ensure customer loyalty and repeat business. Develop a deep and thorough understanding of the sales and order process. Follow the order process from beginning to end to ensure optimal performance and customer satisfaction.

Job Duties:

- Support the Sales Department
 - Provide attentive support to key salespeople including answering phones, maintaining records, inputting orders and assisting in the order process.
 - Gain a complete understanding of inventory. Allocate inventory to orders.
 - Input orders adjust orders and follow up as required.
 - Utilize various customer EDI programs including Grocery EC, ITrade, Foodlink
 - Assist with transportation including negotiating rates and following up on trucks ensuring successful on time delivery.
 - Coordinating with sales staff in a team environment.
 - Effectively communicate and coordinate with other departments, members of the sales team, related companies and third-party vendors.
 - Represent the company and network at occasional events in a professional and positive manner.
 - Willing and able to follow-up, dig into details and find solutions to time sensitive matters.
 - Maintaining records and filing are part of the position's responsibilities.
 - Prepare and manage reports on behalf of assigned senior staff members.
 - Develop a deep understanding of Famous and its capabilities.
 - Assume additional responsibilities or projects when time permits.

Requirements:

- Punctual, reliable, positive attitude.
- Thrives in a high-pressure environment
- Excellent communication and interpersonal/teamwork skills required
- Superior organization, planning, multitasking and prioritizing skills
- Solid computer knowledge, comfortable with technology
- Famous Software knowledge, a plus.
- Proficient with Microsoft Office Suite or related software.



A FRUTURA COMPANY

Human Resources Intern

Location: Reedley, CA and Dinuba, CA

Founded in 2005, Dayka & Hackett is a U.S. based fresh fruit sales and distribution company focused on supplying highly desired fresh fruit products to supermarkets, club stores, wholesale receivers, and other distribution outlets throughout North America and many other parts of the world. The company sources, packs, sells, and distributes year-round supplies of table grapes, citrus, mangos, avocados, kiwi, Asian pears, and other fresh fruit products. Dayka & Hackett is headquartered in Reedley, California with offices in Ventura, California; Wilmington, Delaware; McAllen, Texas and Hong Kong. The company enjoys extensive North American and international trade recognition and maintains a vast network of relationships with many of the world's leading growers, exporters, fruit genetic companies, and suppliers as well as foreign supermarkets and fresh fruit receivers.

Job Description:

In the HR intern role, you will work under the supervision of HR Director. You will input updates on the department's internal HR database and help monitor lateness, absences, missed punches, and work hours. You will also assist in the overall recruitment process, from interview setup to paperwork associated with the onboarding of new employees. Success in this role will be demonstrated by delivering high-quality and timely HR assistance under minimal supervision, helping the HR department meet daily objectives.

Job Duties:

- Updating company databases by inputting new employee contact information and employment details.
- Assist with Maintaining accurate and up-to-date human resource files, records, and documentation.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Administer time clock processes and functions.
- Assists with payroll functions including processing, answering employee questions, fixing processing errors.
- Processes Unemployment Notices of Entitlement in a timely, efficient manner.
- Coordinating and assist with new hire onboarding and orientation.
- Maintains the integrity and confidentiality of human resource files and records.
- Ensures compliance with USCIS Form I-9 Employment Eligibility Verification; periodically audits Forms I-9.
- Provides clerical support to the HR department.
- Assist with HR needs within our group of companies.

Requirements:

- Punctual, reliable, positive attitude.
- Thrives in a high-pressure environment.
- Excellent communication and interpersonal/teamwork skills required.
- Superior organization, planning, multitasking and prioritizing skills.
- Solid computer knowledge, comfortable with technology
- Proficient with Microsoft Office Suite or related software.
- Familiarity with HRIS (Human Resources Information System) software is advantageous.
- Strong analytical and problem-solving skills.
- Detail-oriented.



A FRUTURA COMPANY

Accounts Receivable/Credit Department Intern
Location: Reedley, CA

Founded in 2005, Dayka & Hackett is a U.S. based fresh fruit sales and distribution company focused on supplying highly desired fresh fruit products to supermarkets, club stores, wholesale receivers, and other distribution outlets throughout North America and many other parts of the world. The company sources, packs, sells, and distributes year-round supplies of table grapes, citrus, mangos, avocados, kiwi, Asian pears, and other fresh fruit products. Dayka & Hackett is headquartered in Reedley, California with offices in Ventura, California; Wilmington, Delaware; McAllen, Texas and Hong Kong. The company enjoys extensive North American and international trade recognition and maintains a vast network of relationships with many of the world's leading growers, exporters, fruit genetic companies, and suppliers as well as foreign supermarkets and fresh fruit receivers.

Job Description:

A successful office clerk has the ability to work diligently to help maintain smooth office operations. You will undertake a variety of activities in the office, ranging from filing and scanning to basic bookkeeping. You must be reliable and hardworking with excellent communication skills. The ideal candidate will be familiar with office equipment and procedures.

Job Duties:

- High-volume collections calls.
- Management of assigned AR accounts.
- Coverage for cash receipts as needed.
- Assistance with Export Reports.
- Responsible for meeting weekly and monthly deadlines.
- Filing/Organization of Customer Accounts.
- Supports AR Team with assigned tasks and clerical duties.
- Assist with Blue Book rating calls.

Requirements:

- Punctual, reliable, positive attitude.
- Ability to work well under pressure.
- Thrives in a high-pressure environment.
- Ability to meet critical deadlines.
- Strong communication and interpersonal/teamwork skills required.
- Superior organization, planning, multitasking and prioritizing skills.
- Solid computer knowledge, comfortable with technology
- Excellent Judgment and decision-making abilities.
- Ability to multi-task.
- Famous Software knowledge, a plus.
- Proficient with Microsoft Office Suite or related software.