



Contra Costa Water District

Intern: Diversity, Equity, and Inclusion Program

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|---------------------|---------------------------|---------------------|------------------------|
| SALARY | \$19.35 - \$23.52 Hourly | LOCATION | Concord, CA |
| JOB TYPE | Internship | JOB NUMBER | 591 - AO - 2024_Intern |
| DEPARTMENT | Human Resources | OPENING DATE | 12/18/2024 |
| CLOSING DATE | 2/10/2025 5:00 PM Pacific | | |

GENERAL JOB FUNCTION



Do you want to make a difference in your community while also gaining career experience? Do you want to expand your network and build your resume while learning about the water industry? If so, an internship with Contra Costa Water District (CCWD) may be the best choice for you! Come apply for this incredible opportunity to gain relevant work experience in the public sector while positively impacting local communities.

CCWD is an innovative leader in water management and provides employees with a fast-paced and stable work environment that encourages professional growth and development.

The Mission of the CCWD is to strategically provide a reliable supply of high-quality water at the lowest cost possible, in an environmentally responsible manner.

OUR VALUES:

- **Safety:** We provide, as a top priority, a safe and healthy work environment for our team.
- **Trust:** We protect the public trust with uncompromising integrity, commitment to our professional standards, full transparency, and fairness in all our business dealings.
- **Responsibility:** We take ownership of our results and deliver on our performance outcomes to responsibly serve our customers, our community, and our planet.
- **Exceptional Service:** We value our customers, act in their best interest, and take pride in delivering personalized service.
- **Employee Success:** We share a meaningful sense of purpose in an environment that strives to offer professional growth, diversity, inclusivity, and work-life balance.
- **Teamwork:** We engage in respectful, collaborative, trust-based relationships at all levels within the organization and with our business partners.
- **Continuous Improvement:** We continuously seek opportunities to optimize our business practices and assets by engaging the expertise of our employees and embracing innovation.
- **Recognition:** We reward the positive contributions of our employees at the organization, team, and individual levels.

- **Communication:** We strive for open, effective dialogues at all levels of the organization to ensure input is valued and considered and reasons for decisions are explained.

As an intern, you will have the opportunity to collaborate with seasoned professionals and contribute to various aspects of water resources. Through a combination of fieldwork, research, and analysis, you will gain valuable insights into the complexities of water systems and the strategies employed to optimize their functionality.

EXAMPLES OF DUTIES

This intern assists with the planning, administration, and implementation of CCWD's DEI program. This includes employee engagement, employee training and development, leadership development, organizing and administering employee resource groups, employee feedback surveys, career outreach, workforce development, organizational culture change initiatives, policy review and development, and other strategies and activities.

MINIMUM QUALIFICATIONS

- Equivalent to the completion of the twelfth (12th) grade, and
- Current enrollment or a recent graduate of an accredited college, university, or educational institution program in public administration, business management, organizational development, human resources management, industrial/organizational psychology, and/or other related fields.
- Internships requiring driving as an essential function will require the incumbent to possess a valid California driver license and a satisfactory driving record.

Preferred intern availability:

Full-time or part-time for up to one year, beginning Spring 2025.

ADDITIONAL INFORMATION

Interns can work on a full-time or part-time basis on a flexible schedule. The candidate selected may start in early Spring of 2025. The maximum number of hours that can be worked is 1,000 hours per fiscal year.

Possession of the minimum qualifications does not guarantee an invitation to the next step in the selection process. All candidate materials will be carefully evaluated and only those considered best qualified will be invited to the next step in the selection process.

PHYSICAL DEMANDS: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily an office classification and standing in work areas and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. When working in the field, must possess strength, stamina, and mobility to sit, stand, and walk on level, uneven, or slippery surfaces to conduct field visits and assess field conditions; and reach, twist, turn, kneel, bend, stoop, squat, and crouch in the performance of assigned duties.

ENVIRONMENTAL ELEMENTS: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants.

EQUAL EMPLOYMENT OPPORTUNITY: Contra Costa Water District is committed to equal employment opportunity for all employees and applicants. We prohibit discrimination based upon race, color, religion, marital status, age, national origin, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other actual or perceived status protected under federal, state, or local law. Employment decisions are based on individual qualifications and performance.

DIVERSITY, EQUITY, AND INCLUSION: One of the many CCWD goals is to pursue organizational excellence through diversity, equity, inclusivity, leadership, and professionalism. We recognize the strengths of staff creativity, innovation, problem-solving, and improved decision-making resulting from diverse perspectives, and we strive to be a culturally diverse organization that values, recognizes, and supports inclusion.

CONVICTION HISTORY: A condition of employment for all CCWD positions includes successfully passing a Department of Justice Live Scan fingerprint check and completion of the federal Employment Eligibility Verification Form I-9. Additionally, in compliance with federal law, CCWD participates in E-Verify.

DISASTER SERVICE WORKER: All CCWD employees are designated Disaster Service Workers through state and local law. As such, CCWD employees may be called upon to support the activities of CCWD during an emergency situation.

Applicants requesting reasonable accommodation during any phase of the recruitment process should contact Human Resources at 925-688-8002.

Agency

Contra Costa Water District

Address

Contra Costa Water District
1331 Concord Avenue
Concord, California, 94520

Phone

(925) 688-8037

Website

<http://www.ccwater.com>

Intern: Diversity, Equity, and Inclusion Program Supplemental Questionnaire

*QUESTION 1

Please describe your interest in this internship opportunity at Contra Costa Water District. Additionally, please explain how your educational background and/or work experience have prepared you for this role.

*QUESTION 2

Please describe your availability, including the days and hours you are available to work, as well as your preferred start and end dates. (Refer to the 'Preferred Intern Availability' section under minimum qualifications.)

QUESTION 3

How did you hear about Contra Costa Water District and the internship program CCWD?

* Required Question