

Sandoval, Lili

From: Brandee Keith <bkeith@aqmd.gov>
Sent: Tuesday, March 7, 2023 9:42 AM
To: *ALL CITY CLERKS
Subject: E-Comment for 03/07/22 City Council Meeting, Public Comment
Attachments: GB Internship Flyer 2023.pdf; Governing Board Internship 2023_Job Bulletin.pdf

Good morning,

I am submitting the following for inclusion in the 03/07/23 City Council Meeting Public (or Written) Comment item:

Thank you to the city council members and city staff of El Segundo. Online applications are now being accepted for South Coast Air Quality Management District's 2023 Governing Board Summer Internship Program. If you know a college or high school student who might be interested in this wonderful opportunity, please direct them to the following link for additional information and so they may submit an online application. I have attached our program flyer and job bulletin.

<https://www.governmentjobs.com/careers/scaqmd>

Please feel free to contact me if you have any questions or would like to learn more about the Summer Internship Program.

Regards,

Brandee L. Keith

she/her
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Geographic Outreach Team, South Bay Cities
South Coast AQMD
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PLEASE BE ADVISED SOUTH COAST AQMD IS CLOSED ON MONDAYS
To report an air quality issue, please call 1-800-CUT SMOG.
For asbestos-related inquiries, please call our asbestos hotline at 909-396-2336.



GOVERNING BOARD STUDENT INTERNSHIP PROGRAM 2023



SOUTH COAST AQMD

Our mission is to clean the air and protect the health of all residents in the South Coast Air District through practical and innovative strategies.

Join us this summer for a paid opportunity to gain meaningful experience while learning what we do.



REQUIREMENTS

- Currently enrolled at a 2 or 4 year college/university
- At least 18 years of age



PROGRAM OUTLINE

- Start Date: June 13, 2023
- End Date: August 4, 2023
- Pay Rate: \$18/hr, 28 hrs/wk
- In Person and Virtual



APPLY ONLINE!

Deadline: March 17, 2023
www.aqmd.gov/careers



South Coast Air Quality Management District
21865 Copley Dr. Diamond Bar, CA 91765
www.aqmd.gov • 1-800-CUT-SMOG®

@SouthCoastAQMD





SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

21865 Copley Drive
Diamond Bar, CA 91765
909-396-2800
<http://www.aqmd.gov>

invites applications for the position of: Governing Board Summer Internship Program

An Equal Opportunity Employer

SALARY: \$18.00 Hourly

OPENING DATE: 02/17/23

CLOSING DATE: 03/17/23 11:59 PM

SOUTH COAST AQMD AND JOB OVERVIEW:



ABOUT SOUTH COAST AQMD

South Coast Air Quality Management District (South Coast AQMD) is one of the largest and most technologically sophisticated environmental regulatory agencies in the Nation. We serve a four-county region that includes large areas of Los Angeles, Orange County, Riverside and San Bernardino counties, including the Coachella Valley, which is home to more than 17 million people. South Coast AQMD's headquarters is located in Diamond Bar, 30 miles east of downtown Los Angeles, at the junction of the 57 and 60 freeways. With a highly diverse "Clean Air Team" of over 800 employees, an annual budget of nearly \$180 million, and a state-of-the-art air quality laboratory, our mission is to ensure clean air and a healthy environment. South Coast AQMD is an organization you can be proud to work for -- we make a difference in the quality of life in Southern California! Please view our [video](#) to meet our Clean Air Team!

ABOUT THE GOVERNING BOARD SUMMER INTERNSHIP PROGRAM

The South Coast AQMD Governing Board Summer Internship Program is open to currently enrolled college students, both undergraduate and graduate level. The 8-week program will run between June 13, 2023 to August 4, 2023, which includes one-week of orientation activities.

The South Coast AQMD is directed by a 13-member Governing Board and staff are organized into eleven (11) offices that oversee regulatory, scientific, and business functions.

Internships are available in each of the South Coast AQMD operational divisions. This link- [Organization](#) - will provide detailed information about the divisions.

Assignments for interns will vary based on the business function and may include:

Administrative & Human Resources (AHR)

Providing support to each unit in the department in the areas of the building environmental

systems, agency safety protocols (such as COVID), facility management, recruitment and retention principles, and developing training programs for career development.

Community Air Programs (in the Diversity, Equity & Inclusion Office)

Participating in community outreach & engagement events; conducting document/data review and analyses; developing presentations; and assisting with policy writing and/or review.

Compliance & Enforcement (C&E)

Accompanying inspectors in the field, evaluating enforcement data, learning about inspection methods.

Engineering & Permitting (E&P)

Performing research on air pollution control technologies and assisting engineers with the Best Available Control Technology development process; shadowing engineers working on permit applications.

Finance (FINANCE)

Working with facilities to assist with processing their invoices; assisting in the preparation of the bi-monthly invoices for distribution; and scanning documents to backup financial transactions.

Information Management (IM)

Helping with desk support, server support, application development, project management in support of all South Coast AQMD operations.

Legal (LEGAL)

Appearing in the Hearing Board, conducting legal research, and drafting legal memoranda under the supervision of agency attorneys.

Legislative & Public Affairs/Media Office (LPAM)

Providing assistance in performing a variety of administrative and logistical support for programs involving government and community relations, communications, Small Business Assistance, environmental justice, and media relations (newspapers, radio, television, books, magazines, newsletters, online outlets, digital and social media).

Monitoring & Analysis Division (MAD)

Assisting with low-cost sensor testing and data processing; assisting with data analysis of mobile monitoring data and laboratory analysis of VOC samples; assisting engineers in evaluating protocols, test reports, and Continuous Emission Monitoring Systems applications; assisting with engineering calculation spreadsheets; and providing background research for new source testing projects.

Planning, Rule Development & Implementation (PRDI) Assisting with online research for a variety of rules and source types (such as, zero emission or cleaner technologies for residential and commercial appliances, bakery ovens, emergency engines, boilers, heaters), and conducting data entry, vendor outreach, and program implementation.

Technology Advancement Office (TAO)

Assisting with presentation and report development and helping to develop projects that may be funded as Tech Demonstration projects for emission reduction study or pushing for the development of new technologies.

The internship program can help students make decisions involving collegiate and graduate training in the sciences and other professional fields.

EXAMPLE OF DUTIES:

While at South Coast AQMD, students work 28 hours per week, side-by-side with air quality and other professionals who are dedicated to cleaning up one of the most challenging air districts in the United States.

MINIMUM AND DESIRABLE QUALIFICATIONS:

Currently enrolled college/university students*, both undergraduate and graduate level. Available to work 28 hours per week, from June 13, 2023 through August 4, 2023.

SALARY: \$18.00/hour for college/university students.

*Students who have received a college acceptance letter may apply for consideration.

OTHER IMPORTANT INFORMATION:

Applications should be submitted between **February 17, 2023 – March 17, 2023**.

APPLICATION PACKETS MUST INCLUDE:

1. A completed employment application covering employment history, if any.
2. Responses to the Supplemental Questionnaire (SQ). The SQ is a form of written test, and will be evaluated as such. Your responses should be well written, clear, concise, and directly responsive to the question.
3. An unofficial copy of your transcripts (or equivalency evaluation if your education was obtained outside the U.S.), documenting all qualifying education claimed, submitted as an attachment to your online application** OR A letter of acceptance to any college or university.

**You MUST submit acceptable documentation for all education claimed on your application. Acceptable documentation consists of an unofficial copy of your transcripts/equivalency evaluation attached to your application. At a later date, candidates under final consideration may be required to arrange for original, official transcripts (or equivalency evaluation, if applicable) to be mailed directly from their college/university to South Coast AQMD, documenting all education claimed on their application.

Job applications must be completely filled out. A resume cannot be substituted for the required information. Be sure to detail any education, training or other relevant coursework that would make you a particularly strong candidate.

SELECTION PROCESS:

Application packages and responses to the supplemental questionnaire will be screened for completeness.

Please note: All candidates hired will be required to attend a multi-week Internship training course. We anticipate that the group of new Interns will be onboarded and scheduled for this training on June 13, 2023.

Only those who demonstrate at each successive step of the selection process that they are among the most competitively qualified will be advanced to the next step. South Coast AQMD reserves the right to add, delete, or modify any elements of the selection process deemed appropriate, based on the number and quality of applicants at each step.

Candidates who may need a special accommodation during the selection process must call

the Human Resources Department at least one week prior to any test dates.

Important note for potential candidates who do not have the continued and unrestricted right to work full time in the United States: If you currently, or will in the future, require sponsorship (i.e., H1-B Visa) in order to maintain your right to work in the United States, please be aware that decisions regarding sponsorship for maintaining a right to work in the United States are made on a case-by-case basis. You are welcome to participate in this recruitment process, but there is no guarantee that a job offer with the requested sponsorship will be made to you.

If you have any questions regarding this recruitment, please contact the Human Resources Department at (909) 396-2800.

All applications received are forwarded in April to South Coast AQMD Governing Board members for review and consideration. Students are expected to be notified of their selection in May and begin their assignments by June 13, 2023.

Governing Board Summer Internship Program Supplemental Questionnaire

- * 1. Describe your involvement with environmental issues.
- * 2. Describe your involvement with community activities.
- * 3. Describe any personal experience with air quality issues.
- * 4. AB 617 is a comprehensive community-based effort focused on improving air quality and public health in historically overburdened and environmental justice communities. Please select the cities/communities you live in:
 - East Los Angeles/Boyle Heights/West Commerce (Commerce Los Angeles (including the Boyle Heights, and East LA Community) South Gate)
 - Eastern Coachella Valley (Coachella Indio La Quinta Unincorporated Riverside County (Mecca, Oasis, North Shore, and Thermal)
 - San Bernardino (San Bernardino Unincorporated San Bernardino County (including the Muscoy community)
 - South Los Angeles (Compton Inglewood Los Angeles Lynwood Communities in City of Los Angeles (Athens, Crenshaw, Jefferson Park, Leimert Park, Watts, West Adams, Westmont, and Willowbrook)
 - Southeast Los Angeles (Bell Gardens Cudahy Huntington Park South Gate Unincorporated Los Angeles County (Florence-Firestone and Walnut Park)
 - Carson Long Beach Los Angeles (Including the Wilmington community)
 - I do not live in any of the communities listed above
- * 5. Based on my review of the department descriptions in job description above, I'm interested in Summer Internship opportunities in the following three (3) departments (please note that your name will only be referred for vacancies in the departments that you select below):
 - Administrative & Human Resources (AHR)
 - Community Air Programs (AB617)
 - Compliance & Enforcement (C&E)
 - Engineering & Permitting (E&P)

- Finance
 - Information Management (IM)
 - Legal (must be enrolled in Law School)
 - Legislative & Public Affairs/Media Office (LPAM)
 - Monitoring & Analysis Division (MAD) (including Laboratory)
 - Planning, Rule Development & Implementation (PRDI)
 - Technology Advancement Office (TAO)
- * 6. I'm currently enrolled in a college/university?
- I have a letter of acceptance to any college or university
 - 2-year
 - 4-year
 - Master's Degree
 - Doctorate Degree
- * 7. Applicant's current major is_____
- * 8. I'm available to start on June 13, 2023?
- Yes
 - No
- * 9. I'm available to work? (select all that apply)
- Day
 - Evenings
 - Weekends
- * 10. The days of the week I am available are:
- Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- * 11. I'm available the following hours per day:
- 4 hours
 - 5 hours
 - 6 hours
 - 7 hours
- * 12. Do you have relatives employed at South Coast Air Quality Management District? If yes, please provide First Name, Last Name, Job Title and Department they are assigned.
- * 13. How did you hear about this position? (South Coast AQMD website, Social Media, Governing Board Member, etc... .)

* Required Question