



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://www.sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Special Project Assistant 2 for Census 2020 Outreach, Casual**

An Equal Opportunity Employer

SALARY

\$17.45 - \$22.27 Hourly

OPEN DATE: 10/17/19

CLOSE DATE: Continuous

THE POSITION

**Casual Special Project Assistant 2
Census 2020 Outreach
(Job Code 9573)**

Definition: To develop, plan and organize the City's Census Outreach Program which provides information on Census 2020 to residents, particularly those individuals who might not be reached through the City's traditional communication methods.

Distinguishing characteristics: This position reports directly to the Administrative Analyst in LCS but may receive direction from other staff in the LCS.

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Develop, plan, and organize activities to promote and disperse Census 2020 information of services of services and programs to North County residents with a focus in reaching out to residents in the following languages: English, Spanish, Mandarin, and Hindi.
- Attend community festivals, special events, public meetings and gatherings as appropriate to promote Census 2020
- Take initiative to develop relationships with neighborhood leaders, communities of faith, schools, nonprofits and local support agencies to promote the Census
- Translate or arrange for the translation of Census marketing materials
- Monitor and coordinate the daily operation of the community outreach program; maintain appropriate records and statistics; evaluate the effectiveness of the assigned program
- Coordinate website updates related to Census outreach and promotions
- Perform other related duties as assigned

WORKING CONDITIONS

Position requires sitting, walking, standing, bending, squatting, climbing, kneeling, and twisting in the performance of daily activities. The position also requires hand manipulation in simple grasping, pushing and pulling, and fine manipulation. The position requires repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports, work related documents using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 25 pounds is also required. Some of

these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education & Experience

The minimum qualifications for education and experience can be met in the following way:

Graduation from High School or the tested equivalent; AND

One year of related work experience that provides the required knowledge and abilities.

Knowledge of:

- Methods, techniques and procedures in the delivery of community outreach;
- principles and procedures for implementing and directing community outreach and civic engagement activities;
- modern office procedures, methods and computer applications and equipment

Ability to:

- Develop and coordinate a Census 2020 community outreach program suited to the needs of the culturally diverse community.
- Communicate with multicultural groups;
- Understand and respect cultural differences; translate written and verbal communication
- Bilingual in one of the following languages: Spanish, Mandarin and Hindi.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the appointing authority and a safe driving record.

Desirable Qualifications

- Bachelor's Degree in public administration, business administration, or a related field.
- Administrative or staff services experience in local government.

APPLICATION AND SELECTION PROCESS

APPLICATION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources.

City application forms, completed in full and responses to the supplemental questions are required. Candidates are asked to fully describe any training, education, experience and/or skills relevant to this position. **Resumes are not accepted in lieu of the application, please do not indicate "see resume" on application or supplemental questions. Electronic applications may be submitted on-line through the City's employment page;** go to Sunnyvale.ca.gov, Search: Jobs or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94088. Late or incomplete applications will also not be accepted. Please submit application materials as soon as possible to be considered for this position as this job posting may close without notice.

SELECTION PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidate applications will be forwarded to the hiring department for review. Application materials will be evaluated for job-related skills, experience and education. Individuals with the best match to the position will be invited to participate in an interview.

Applications are reviewed on an ongoing basis and information regarding next steps in the recruitment process will be sent via email. Please check your email regularly for status updates. If you have not heard back within five working days, please contact Faye Brand at fbrand@sunnyvale.ca.gov or 408-730-3015.

Any candidate, selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

ADDITIONAL INFORMATION

For more information regarding this employment opportunity, contact Jennifer Acuna at (408) 730-7332 or by email at jacuna@sunnyvale.ca.gov. For information relating to the application process contact Faye Brand, Human Resources Technician at (408) 730-3015 or email: fbrand@sunnyvale.ca.gov.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://www.sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #19-00216
SPECIAL PROJECT ASSISTANT 2 FOR CENSUS 2020
OUTREACH, CASUAL
FB

Special Project Assistant 2 for Census 2020 Outreach, Casual Supplemental Questionnaire

*** 1. Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an

examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes No

* 2. Are you 18 years of age or older?

Yes No

* 3. Do you have a high school diploma or an equivalent (GED) or higher?

Yes No

* 4. Describe your experience in conducting community outreach with a focus on vulnerable or hard-to-reach populations. include the agency or organization you worked with, the type of outreach, and your specific role. If you do not have this experience, please enter "N/A" below.

* 5. Are you bilingual in one of the following languages: Spanish, Mandarin and Hindi? Select all that apply.

- Spanish
- Mandarin
- Hindi
- None of the above

* 6. If you responded yes to any of the above, please indicate your abilities below. Select all that apply.

- Spanish - Speak
- Spanish - Speak, Read & Write
- Mandarin - Speak
- Mandarin - Speak, Read & Write
- Hindi - Speak
- Hindi - Speak, Read & Write
- None of the above

* 7. Are you experienced in modern office procedures, methods and computer applications and equipment? Please list the computer applications and equipment you have used.

* Required Question