

**Community Service Aide I****This is a Seasonal/Casual Classification.**

Seasonal/Casual/Casual Other appointments are used for positions that occur, terminate, and recur periodically or regularly. Casual/Casual Other employees serve at-will and do not accrue status in the class to which they have been appointed and have no appeal rights upon demotion, suspension or termination from employment.

Casual/Casual Other employees do not accrue vacation, or service credit. Casual/Casual Other employees may accrue sick leave as required by City of Portland City Code or State law. Casual/Casual Other employees generally are not eligible for retirement benefits unless they have worked at least 600 hours in a calendar year in a qualified position. Full-time Casual/Casual Other employees are eligible for holiday pay if they were hired at least two weeks prior to the holiday and are in pay status the day before and the day following the holiday. Part-time Casual/Casual Other employees are not eligible for holiday pay. Casual/Casual Other employees may qualify for medical coverage under the federal Affordable Health Care Act (ACA). Such coverage will be equivalent to the medical, dental and vision coverage offered to other seasonal employees.

Casual/Casual Other employees are not eligible for reemployment under the Administrative Rules on Reinstatement or Layoff & Recall and do not have bumping rights. Casual/Casual Other appointments are limited to 1400 hours per calendar year. (Reference Administrative Rules [3.03 Casual/Casual Other Appointments](#))

Under direct supervision and with minimal discretion, CSA I positions perform general support duties of a narrow scope while following established guidelines and procedures.

Responsibilities are broad and include:

Assisting and supporting a wide variety of programs, projects, events, and bureau functions; performing general clerical and administrative duties; creating and editing documents and materials; assisting with event set up and tabling; providing information and outreach on specific policies, procedures, programs and/or projects; assisting in field work and natural areas maintenance activities; providing support to operations of city owned properties and assets; assisting with archiving and records maintenance activities; performing support duties for various bureau functions, programs, projects and/or events.

Other duties of comparable work may be assigned.

June 2009 - Change Job Class number from 7450 to 30000589, due to system change.

July 2012 – revised maximum hours and other language to matched updated Administrative rule.

January 2019 – added general description of duties and responsibilities.