

**Community Service Aide III****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 general supervision and discretion, CSA III positions perform the full range of professional administrative, financial, statistical and other analyses in support of City and bureau activities, functions and programs.

Responsibilities are broad and may include:

Assisting in formulating policy, procedure and legislative positions; assisting with budget development and reporting; acting as a liaison to internal and external customers; researching and developing Bureau/Office policies; overseeing the preparation of meeting agendas and related documents; assisting in the development of the Bureau/Office budget and financial plan; developing, establishing, and maintaining logs, files, indexes, and records systems; provide analysis utilizing principles, concepts, and practices applicable to public administration and management; participating in the administration of a comprehensive risk management program by performing a variety of investigative, analysis and training assignments.

Other duties of comparable work may be assigned.