

**Community Service Aide IV****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 policy direction and with a high degree of discretion, CSA IV's independently perform professional complex administrative, management, operational, statistical, financial, and other analyses, making recommendations with significant impact to Bureau/Office operations and/or functions.

Responsibilities are broad in scope, and may include:

Preparing analytical, statistical, and operational reports; interpreting and advising management on the application of laws, rules, policies, and intergovernmental agreements; formulating policies, procedures, and legislative positions; preparing written and verbal recommendations to leadership; conducts quasi-judicial administrative hearings, appeals and related matters; drafts and issues written orders and determinations; convening stakeholders and guiding processes to reach consensus; serving as a senior policy advisor to City executives on a wide range of complex, sensitive and confidential organizational issues and projects.

Other duties of comparable work may be assigned.