

CITY OF BEAVERTON
Process for Hiring Temporary Employees

- ❖ Print out and complete a **Temporary Recruitment Request** form from the HR Forms page on the IntraWeb.
- ❖ Contact your Human Resources Business Partner to discuss the level of the temporary assignment and the starting rate. Normally, temporary employees filling a role that matches an existing job classification will be paid at the rate of step 1 of that classification’s salary range. Temporary employees filling a role that matches one of the assignments listed below will be paid at the rate indicated. HR must approve hiring an employee at a different rate.
- ❖ Rates are negotiable for former employees rehired as temporary employees who are performing the same work as in their previous COB positions. The rehire rate should not exceed the rate they were paid for the same duties while as a regular City employee. Rates should correspond to duties. If previous employees are hired for duties that are not the same as their previous position, please consult with your Human Resources Business Partner.
- ❖ Rates listed below effective July 24, 2016.
- ❖ Before hiring a minor (under age 18), first discuss with Human Resources.

Any rates that are not on the below table must be approved by Human Resources prior to an offer being made.

Assignment	Type	Rate		Assignment	Type	Rate
Building Inspector	OC	\$32.92		Technician – Sealing and Paving**	S	\$20.10
Commercial Plans Examiner	OC	\$26.71		Library Branch Aide	OC	\$15.25
Engineering Construction Inspector	S	\$24.94		Library Circulation Aide	OC	\$15.25
Inspector - Plumbing or Electrical	OC	\$33.89		Library Reference Assistant	OC	\$17.24
Intern 2		\$15.00		Library Shelver	OC	\$12.00
Intern 1		\$12.00		Library Summer Reading	S	\$18.82
Laborer – Construction Utilities	S	\$16.65		Librarian Substitute	OC	\$20.03
Laborer – Creek Enhancement	S	\$16.65		Office Clerical		\$14.48
Laborer – Flower Watering	S	\$16.65		Office Clerical Events	S	\$15.81
Laborer – Leaf Removal	S	\$16.65		Plans Reviewer	S	\$23.16
Laborer – Post and Brush	S	\$16.65		Police Intern	BPA	\$13.32
Laborer – Pruning and Mowing	S	\$16.65		Police Photo Radar	BPA	\$26.69
Laborer – Sealing and Paving**	S	\$16.65		Provisional Background Invest.	BPA	\$34.68
Laborer – Striping**	S	\$16.65		Student – Work Enhancement		\$12.00
Laborer – Tree Watering	S	\$16.65		Temp Management		Discuss with HR ¹
Technician – Construction Utilities	S	\$20.10		Temp Other		Discuss with HR ¹
Technician – Leaf Removal	S	\$20.10		Temporary Project Assistant		\$17.24

OC = On call; S = Seasonal

¹For those positions that do not fall under any of the jobs listed here. If temp assignment matches a regular classification, pay will generally be step 1 of that classification’s salary grade.

** Also receives boot allowance

Temporary job descriptions on next page

Title	Type of Work	Examples of Duties
Laborer	<ul style="list-style-type: none"> • Low level field work. • May use small to light power equipment. • Requires minimal prior experience. • Receives specific directions on tasks to perform. 	Equivalent to Utility Worker
Technician	<ul style="list-style-type: none"> • Intermediate level field work. • Inspects installations; uses heavy equipment. • Requires prior experience <u>at this level</u> of at least 1 year. • Work subject to medium level of review. 	Closest to Public Works Technician
Library Summer Reading	<ul style="list-style-type: none"> • A temporary assignment only for the Library • Requires experience providing library reference assistance in a youth/children's section. 	Similar to Library Reference Assistant (on call)
Intern	<ul style="list-style-type: none"> • Temporary positions classified as "Intern" must meet the City's definition of this work. Please discuss with HR. <p><u>Intern 2</u>: Has bachelor's degree, working towards graduate degree.</p> <p><u>Intern 1</u>: Working towards bachelor's degree.</p>	Varies
Office Clerical	<ul style="list-style-type: none"> • Lower level administrative or accounting work or entry level technical work. • Work typically involves using common office software applications, but not programming. • Requires some prior general office experience. • For non-routine tasks, work subject to high level of review. 	<p>Basic accounting or general office work.</p> <p>May also work on grant projects requiring low level administrative work.</p>
Student-Work Enhancement	<ul style="list-style-type: none"> • Employee works only during school breaks. • Work is entry level in nature. • Work may not involve operating power driven machinery, excavation operations or other hazardous occupations. • Per Agreement, only to be used in City Attorney – Records Division, or Public Works – Engineering Division. 	<p>Filing, scanning, traffic counts.</p> <p>If hiring a minor, please check with Human Resources to ensure compliance with relevant labor laws regarding employment of minors.</p>
Temp Management	A temporary employee performing work of a management classification.	Example: A recently retired management employee who is performing substantially similar work to the position retired from.
Temporary Project Assistant	<ul style="list-style-type: none"> • Work is for a distinct/specialized project (not ongoing). • Mid-level administrative or accounting work OR low to mid-level technical work. • NOT a clerical project (please see "Office Clerical" above). • Generally requires at least 1 year of prior related experience. • Work is subject to a medium level of review. 	<p>Low-level programming, intermediate accounting, research work with data analysis and report writing.</p> <p>Typically works 4-6 months on a distinct project.</p>