

West Virginia

Division of Highways

Accounting, Engineering, Environmental, Information & Technology (IT), Legal, Legal Assisting and others

Co-Op Program

Application Packet

Application Deadline

February 12, 2021

By 4:00 pm



WVDOT - Division of Highways

Human Resources Division

State Capitol Complex - Bldg. 5, Room A-317

Charleston, WV 25305

Tele: (304) 558-3111

Website: <https://transportation.wv.gov/business-manager/human-resources/Pages/default.aspx>

Co-Op Program Introduction

The WVDOH Co-Op program is designed to offer practical experiences related to transportation. Co-Op positions are typically degree specific to Engineering, Environmental, Accounting, Information & Technology (IT), Legal, and Legal Assisting. However, other majors are welcome to apply.

Priority for position opportunities maybe given to West Virginia Residents. All applications are due no later than 4:00 pm on February 12, 2021. The salary range is \$2,037 to \$2,990 per month, for no more than 4 months per work session. Co-Op applicants must meet all eligibility criteria, submit a completed application with all supporting required documentation by the application deadline, in order to be considered for a position.

All Co-Op participants accepted understand that the employment is temporary employment. As a temporary employee you do not accrue sick or annual leave. Nor are temporary employees eligible for paid holidays, or other time off due to inclement weather, office closings, ect. Time under temporary employee status does not count towards completion of a probationary period, if subsequently hired for a position.

NOTICE OF NONDISCRIMINATORY POLICY TO STUDENTS

The West Virginia Department of Transportation, Division of Highways, supports applicants regardless of race, sex, religion, color, national origin, or disability, to all the rights, privileges, programs and activities generally accorded or made available. It does not discriminate on the basis of race, sex, religion, color, national origin or disability in administration of its scholarship program.

Application Steps

STEP 1: Complete Application

1. Complete the application
2. If mailing, make 1-2 copies of application. *1 to keep and 1 to forward to your Departmental Dean, although not required*



STEP 2: Attach ALL Documentation Required

- Attach all **REQUIRED** documentation to/with the application.
1. Temporary Appointment Agreement (pg.)
 2. Unofficial copy of the most recent college transcript
 3. Copy of valid Driver's Licenses or WV DMV ID



STEP 3: Submit Application by Deadline

- Submit Application with all documentation as stated in "Step 2" – one of two ways:
1. Electronically:
by emailing as attachments to:
DOHCareers@wv.gov

or
 2. US Postal Mail:
WVDOT
Division of Highways
Human Resources Division
State Capitol Complex -
Bldg. 5, Room A-317
Charleston, WV 25305
Attention: Co-Op Program

Eligibility & Placement Information

Areas of assignment are made within the district or division based on your selection that you note in your application under “Section D - Co-Op Location Preference”. Should your application be selected you will be assigned to one of your choice locations based on district/division needs.

Be sure to note any special circumstances in “Section D” of the application, that we (WVDOH) should know before placing you in a location, that is not your first choice. The Districts will try to assign work locations as close as possible to the county that the participant wants to work in.

Basic Eligibility**

1. A valid driver’s license
2. Currently enrolled in and in satisfactorily completed the freshman year (30 hours minimum), with fulltime status in an accredited program
3. Have a minimum grade point average (G.P.A) of 2.0 or better

** PREFERENCE MAY BE GIVEN TO WV RESIDENTS*

**** ADDITIONAL ELIGIBILITY REQUIREMENTS MAY BE REQUIRED BASED ON DEGREE PROGRAM**

Accounting

Program Placement Information

Choices for areas of work at Districts are limited to: Comptroller’s Office

All Central Office Divisions are located in the Charleston area.

These include:

- Finance
- Auditing
- Budget

You will be assigned to one of your choices according to our needs.

Engineering

Program Placement Information

Choices for engineering placement areas of work at Districts are limited to: Construction, Maintenance, Bridge

All Central Office Divisions are located in the Charleston area. These engineering placements include:

- Engineering
- Contract Administration
- Maintenance
- Material Control, Soil, and Testing
- Planning
- Programming
- Traffic Engineering

You will be assigned to one of your choices according to our needs.

Additional Requirements:

Engineering student applicants must have completed at least one year of a four year Civil, Electrical, Mechanical, Environmental or Industrial Engineering BS program, a two or four-year BSCET program, accounting program or information technology program. Earned at least 30 credit hours.

Students must maintain a 2.0 grade point average to participate and be enrolled full time (12 semester hours) the semester preceding and succeeding the period for which they are applying.

When you report to work on the first day, your District or Division will try to assign you a work assignment as close as possible to the county in which you want to work. Please note in the remarks section on the application any special considerations we should know before placing you in a location that is not your first choice.

Environmental

Program Placement Information

For Environmental Program placements work type may include:

Construction Inspection, Storm Water, Asbestos, Building Inspection, FEMA, GIS, Underground Storage Tanks

Choices for **Districts** choices 1 through 10 include all 55 counties of the state.

All Central Office **Divisions** are located in the Charleston area.

These include:

- Engineering
- Contract Administration
- Maintenance
- Material Control, Soil, and Testing
- Planning
- Programming
- Traffic Engineering

You will be assigned to one of your choices according to our needs.

Information & Technology (IT)

Program Placement Information

All Information Technology Co-op positions are in the Information Services Division located on the Capitol Complex in Charleston, WV.

Areas of potential placement include but not guaranteed in:

- **PC Programming** – knowledge of Microsoft Visual Basic.Net and C#, Java Script, Microsoft SQL Server, Oracle, Microsoft Office Suite
- **Engineering and Specialty Systems** - support, design, training, implementation and maintenance of Engineering and related applications

You will be assigned to one of your choices according to our needs.

Legal

Program Placement Information

All Information Technology Co-op positions are in the Legal Division located on the Capitol Complex in Charleston, WV.

You will be assigned to one of your choices according to our needs.

Nature of Work

Provide paid general legal assistance to in-house counsel in some or all of the following areas: condemnation, contracts, employment law, torts and litigation in various forums including state and federal courts, administrative bodies, and the WV Legislative Claims Commission. In addition, the Legal Division reviews, prepares, and advises the Commissioner of Highways regarding legal documents, statutes and regulations, as well as administrative policies and procedures.

Duties may include gathering and compiling information, preparing reports, attending, preparing for or participating in court proceedings, updating manuals or policies, answering telephones, preparing correspondence, legal research and writing, drafting legal documents and related duties as assigned or required.

Legal Assisting

Program Placement Information

All Information Technology Co-op positions are in the Legal Division located on the Capitol Complex in Charleston, WV.

You will be assigned to one of your choices according to our needs.

Nature of Work

Provide paid general assistance to administrative staff and in-house counsel in some or all of the following areas: condemnation, contracts, employment law, torts and litigation in various forums including state and federal courts, administrative bodies, and the WV Legislative Claims Commission. In addition, the Legal Division reviews, prepares, and advises the Commissioner of Highways regarding legal documents, statutes and regulations, as well as administrative policies and procedures.

Duties may include gathering and compiling information, preparing reports, updating manuals or policies, answering telephones, preparing correspondence, filing and related duties as assigned or required.



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MUST TYPE OR PRINT ALL INFORMATION ON APPLICATION

Section A: Select Co-Op Program

Check which degree program you are applying for Co-Op under:

Accounting	Engineering	Environmental	Information Technology	Legal	Legal Assistant	Other
Discipline: _____			Discipline: _____			

Section B: Applicant Information

Name: _____
Last First Middle

_____ Social Security Number Date of Birth County of Work Preference

Application Contact Information

_____ Email Address Telephone Number Cell Phone Number

The address that you list below will be the address to where your job notification will be sent to

Address: _____
P.O. Box/Street City State Zip Code

Section C: School Information

_____ Current School Name Current GPA Anticipated Graduation Date
(Month/Yr)

Please, list the hours you have taken and the numbers you are currently enrolled in below.

You **MUST** attach an unofficial copy of your transcript to your application to be considered.

_____ Undergraduate School Name # Hours Completed # Hours Currently Enrolled Total # of Hours

Section D - Co-Op Location Preference * See Page 3 for Specific Placement Info

Areas of assignment are made within the district or division based on your selection that you note in your application under "Section C - Co-Op Location Preference". Should your application be selected you will be assigned to one of your choice locations based on district/division needs. Be sure to note any special circumstances in "Section C" of the application, that we (WVDOH) should know before placing you in a location, that is not your first choice. The Districts will try to assign work locations as close as possible to the county that the participant wants to work in.

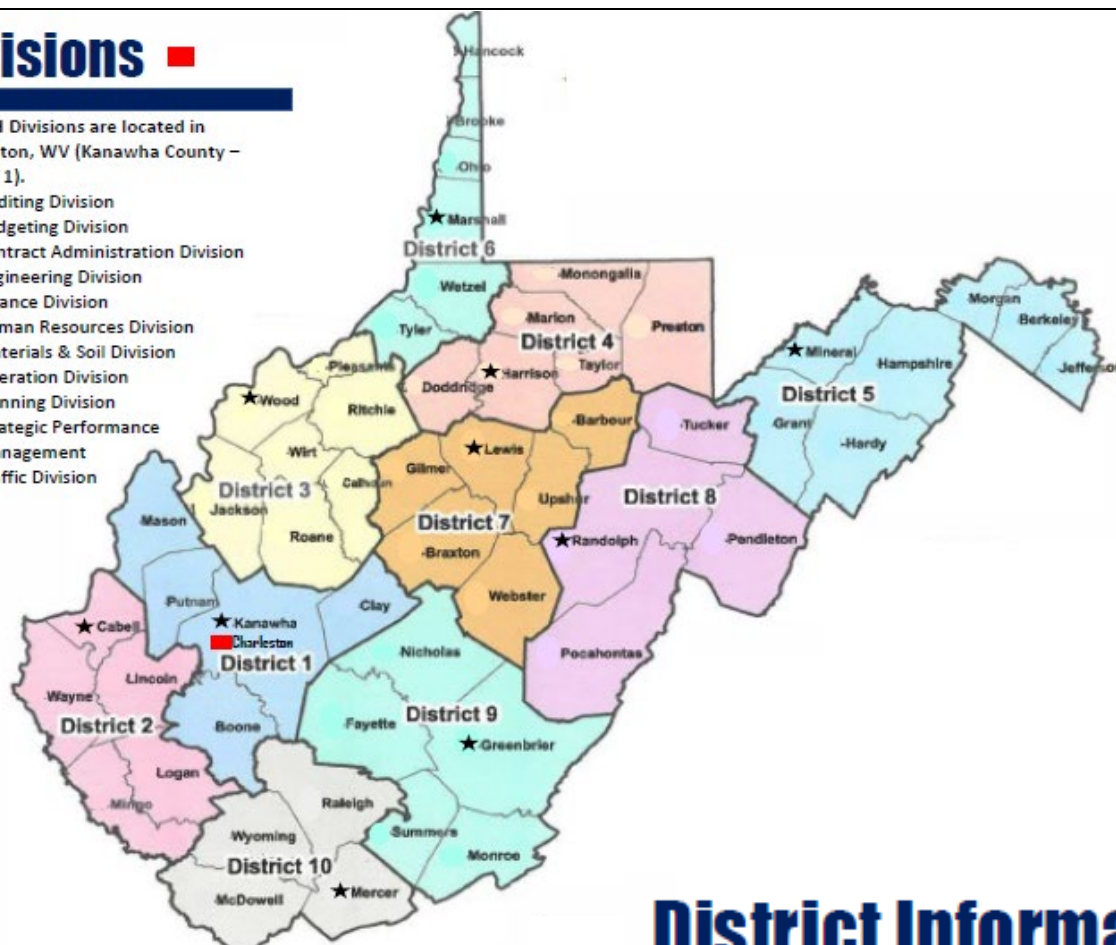
**The Central Office in Charleston should be listed as Central Office.*

District/Division (Example – District 1)	Area of Assignment (Finance, Budgeting, Auditing, Legal)	Remarks (Explain special considerations that we should know before placing you in a location, that is not your first choice.)
1.		
2.		
3.		

Divisions ■

All DOH Divisions are located in Charleston, WV (Kanawha County – District 1).

- Auditing Division
- Budgeting Division
- Contract Administration Division
- Engineering Division
- Finance Division
- Human Resources Division
- Materials & Soil Division
- Operation Division
- Planning Division
- Strategic Performance Management
- Traffic Division



District Information

<p><u>District 1</u> ★ HQ – Kanawha County 1340 Smith Street Charleston, WV 25301 (304) 558-3001</p>	<p><u>District 2</u> ★ HQ – Cabell Co. 801 Madison Avenue Huntington, WV 25712 (304) 528-5625</p>	<p><u>District 3</u> ★ HQ – Wood Co. 624 Depot Street Parkersburg, WV 26101 (304) 420-4595</p>	<p><u>District 4</u> ★ HQ – Harrison Co. 1-79 & Meadowbrook Road Clarksburg, WV 26302 (304) 842-1500</p>	<p><u>District 5</u> ★ HQ – Mineral Co. P.O. Box 99 (Route50) Burlington, WV (304) 289-3521</p>
<p><u>District 6</u> ★ HQ – Marshall Co. 1 DOT Drive Moundsville, WV 26041 (304)843-4000</p>	<p><u>District 7</u> ★ HQ- Lewis County Co. 131 Highland Drive Weston, WV 26452 (304) 269-0400</p>	<p><u>District 8</u> ★ HQ – Randolph Co. US 219 North Elkins, WV 2624 (304) 637-0220</p>	<p><u>District 9</u> ★ HQ – Greenbrier Co. 146 Stonehouse Road Lewisburg, WV 24901 (304) 647-7450</p>	<p><u>District 10</u> ★ HQ -Mercer Co. 270 Hardwood Lane Princeton, WV 24740 (304) 487-5228</p>

Section E - Work Statement – “Why Do You Want to Work for the Division of Highways?”

Please, print or type and explain why you want to work at Highways.

Can include but not limited to: Any relevant skills, abilities, previous work experience or future employment goals.

Section F – Employment History/Work Experience

List ALL work experience starting with your MOST RECENT job and work backwards.

Month	Year	Month	Year	Job Title	Employer Name
<i>Start Date</i>		<i>End Date</i>			

Description of Duties/Responsibilities:

Month	Year	Month	Year	Job Title	Employer Name
<i>Start Date</i>		<i>End Date</i>			

Description of Duties/Responsibilities:

Month	Year	Month	Year	Job Title	Employer Name
<i>Start Date</i>		<i>End Date</i>			

Description of Duties/Responsibilities:

Month	Year	Month	Year	Job Title	Employer Name
<i>Start Date</i>		<i>End Date</i>			

Description of Duties/Responsibilities:

Attach additional page(s) if necessary

Section G – Affirmation Statement

By signing this application you are certifying that all information is true, correct and complete. You understand that any purposeful false information given may cause automatic dismissal from the Co-Op Program, resulting in termination of employment.

Signature

Print Name

Date

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This is to advise you that the employment you are accepting is in a temporary position **not** covered under the merit system administered by the West Virginia Division of Personnel.

This position has the following restrictions:

1. It is **temporary** employment. The maximum period of employment is 1,000 hours in a 12-month period. However, there is **no guarantee of a minimum number of hours** under this temporary appointment.
2. You will **not** accrue sick leave.
3. You will **not** accrue annual leave.
4. You will **not** be paid for holidays or other time off due to inclement weather, office closings, etc.
5. This time will **not** count as tenure or service time for any purpose.
6. You will **not** be eligible to participate in the retirement program.
7. You do **not** have the right of appeal before the State Personnel Board or Public Employees Grievance Board.
8. This time **cannot** be counted towards completion of a probationary period if subsequently hired for permanent employment.
9. In order to be appointed to a position covered by the Division of Personnel, it will be necessary for you to be selected from a list of applicants certified from a competitive register unless you have previously been certified permanent under the State Merit System and are eligible for reinstatement.
10. Your temporary employment may be ended at any time with or without cause.

I certify that I have read and understand the above information and agree to:

1. Comply with applicable agency policy and procedures.
2. Keep all sensitive information confidential.
3. At the time of separation, return all property belonging to the State of West Virginia, which I have under my control or in my personal possession.

Applicant Name

Please Print _____

Applicant

Signature _____ **Date** _____

Section H – Application Checklist

(REQUIRED) - Completed the application with all sections A through G – including your district choices (section C – page 3) and signed section F Affirmation Statement (section D – page 5)

(REQUIRED) - (Documentation) - Attached a copy of your unofficial transcript

(REQUIRED) - (Documentation) - Attached a copy of your valid driver’s license

(REQUIRED) – (Documentation) Attached a signed and dated “Temporary Appointment Agreement”

(RECOMMEND) - Forwarded a copy to your application to your department chair

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Two Ways to Submit Your Application

Submit completed application & **ALL** required documentation (see page 2) by application deadline to:

1. Electronically to:

DOHCareers@wv.gov

2. By US Postal Mail to:

WVDOT
Division of Highways
Human Resources Division
State Capitol Complex - Bldg. 5, Room A-317
Charleston, WV 25305
Attention Co-Op Program

Application Deadline
February 12, 2021
By 4:00 pm

If you have any questions or need assistance with your Co-Op application. Please, contact the WVDOT – Division of Highways, Human Resources Department at (304-558-3111).