

CITY OF OAKLAND



250 FRANK H. OGAWA PLAZA OAKLAND, CALIFORNIA 94612-2033

Oakland Public Works Department
Bureau of Engineering & Construction
Transportation Services Division

(510) 238-3466
FAX (510) 238-6412
TDD (510) 238-3254

June 20, 2016

Dear Michelle Hernandez:

Congratulations! This is an offer of employment for Student Trainee, a part-time position in the Oakland Public Works Department, Transportation Services Division. You will be working in the Bureau of Engineering and Construction as part of the High School Engineering Internship Program, which is in its third year.

Your official start date will be Tuesday, June 21, 2016 and the last day of the program is Thursday, July 28. Please report to 250 Frank Ogawa Plaza, Suite 4344 on June 21, at 9:00am promptly, for your orientation and introduction, as well as your first assignment.

Your rate of pay will be \$12.55 per hour and your hours will be 9:00am to 4:00 pm, Tuesday/Wednesday/Thursday, with lunch 12-1pm.

Congratulations on this achievement, and welcome to the Public Works team. If you have any questions, please contact me at (510) 238-6383.

Sincerely,

Wladimir Wlassowsky, P.E.
Transportation Services Manager

I, _____ accept these conditions of employment.

Signature

Date