



Legislation Text

File #: 18-0779, Version: 1

Human Resources Department recommending the Board:

- 1) Adopt the following new County-wide class specifications: Student Intern (Extra Help), Student Intern-Undergraduate (Extra Help), and Student Intern-Graduate/Law (Extra Help); and
- 2) Adopt and authorize the Chair to sign Resolution **092-2018** to approve the following:
 - a) Abolish the Engineering Student Intern - Extra Help classification (Job Class Number: 4713);
 - b) Abolish the Post-Doctorate Psychology Intern - Extra Help classification (Job Class Number: 8199); and
 - c) Adopt the following new classifications, job class numbers, bargaining units, and salary ranges: Student Intern - Undergraduate (Extra Help), Student Intern - Graduate/Law (Extra Help), and Student Intern - Post Doctorate (Extra Help).

FUNDING: N/A

DEPARTMENT RECOMMENDATION

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 - c) Adopt the following new classifications, job class numbers, bargaining units, and salary ranges: Student Intern - Undergraduate (Extra Help), Student Intern - Graduate/Law (Extra Help), and Student Intern - Post Doctorate (Extra Help).

DISCUSSION / BACKGROUND

The County currently has three internship classification titles reflected on the salary schedule (see below); however, there are no classification specifications that align with the classification titles and salaries. Further, Human Resources is requesting to abolish two of the classes and replace them with the classifications listed above, and keep one.

Abolish

4713: Engineering Student Intern - Extra Help

8199: Post-Doctorate Psychology Intern - Extra Help

Retain

6961: Student Intern - Extra Help

Despite the County not having a formal internship program, historically, many County departments have used paid and unpaid interns. Human Resources is recommending the establishment of a formal internship program. The first phase of such is establishing classification specifications that clearly outline the various types of interns, the duties and responsibilities, and the specific

requirements of student interns. The classification specifications are written broadly to accommodate the needs of various departments based on the requested education level. It is the expectation of Human Resources that department specific duty statements (flyers) will be developed to capture specialized duties that align with the specific intern classification being requested.

The purpose of the internship program is to:

- 1) Provide opportunities to enhance students' education by providing practical learning experience and exposure to public sector careers at the local government level; and
- 2) Provide the County with the potential to engage our future workforce and demonstrate how interns can realize the promise of public sector service and pursue their career goals while serving their community.

Human Resources is recommending for adoption three new student intern classification specifications:

1. **Student Intern- Extra Help** will primarily focus on students in accredited high school or vocational programs. Applicants must be 16 year of age and internship assignments are limited during the summer months or on a part-time/intermittent basis (not to exceed 20 hours per week) during the school year.
2. **Student Intern Undergraduate - Extra Help** will primarily focus on students enrolled (full-time or part-time) in an accredited college or university program leading to an associate degree, bachelors degree, or a vocational certification. Internship assignments are limited to no more than 24 hours per week during the school term, but may work full-time during school breaks.
3. **Student Intern Graduate/Law - Extra Help** will primarily focus on students enrolled (full-time or part-time) in an accredited college or university graduate program leading to a masters degree, doctorate degree, or law degree. Applicants are limited to no more than 24 hours per week during the school term, but may work full-time during school breaks.

The work of interns is intended to augment and not replace the work that is normally performed by regular County employees. As such, employment in all of these internship classes is temporary in nature; no part-time or full-time regular appointments will be made in or from these classifications.

In addition to the request to adopt the new classification specifications, new Job Class Numbers and/or salary ranges are being presented. Please note that a newly created classification specification for the Student Intern - Post Doctorate (Extra Help) will be presented to the Board for adoption at a later date.

<u>Class Title</u> <u>Range</u>	<u>Job Class Number</u>	<u>Salary</u>
Student Intern - Undergraduate (Extra Help) \$14.72	6962	\$12.10 - \$2,097.33 - \$2,551.47
Student Intern - Graduate/Law (Extra Help)* \$15.99	6963	\$13.15 - \$2,279.33 -

\$2,771.60

Student Intern - Post Doctorate (Extra Help)**
\$18.89

6964

\$15.53 -

\$2,691.87 -

\$3,274.27

*The Student Intern - Graduate/Law salary range is set at the old Engineering Student Intern - Extra Help salary.

**The Student Intern - Post Doctorate salary now has a range, whereas the abolished classification of Post-Doctorate Psychology Intern did not.

***New Job Class Numbers to ensure all student intern classifications are grouped as a family.

ALTERNATIVES

The Board could choose not to adopt the new classification specifications, salary ranges, and/or Job Class Numbers and request revisions.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

All departments had the opportunity to review the class specifications and provide input.

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

Approval of this item would not result in financial impact directly, however, participation in the internship program would result in costs to department budgets. Departments utilizing paid interns will pay for salary costs through budgeted Extra Help, or salary savings due to other vacancies.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide Katie Lee in Human Resources with a copy of the fully executed Resolution.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Tameka Usher, Director of Human Resources