

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Chief Executive Office

BOARD AGENDA # B-7

Urgent

Routine

AGENDA DATE November 20, 2007

CEO Concurs with Recommendation YES NO

4/5 Vote Required YES NO

(Information Attached)

SUBJECT:

Approval to Implement a Student Internship Program

STAFF RECOMMENDATIONS:

Authorize the Chief Executive Office to implement a student internship program.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BOARD ACTION AS FOLLOWS:

No. 2007-916

On motion of Supervisor Monteith, Seconded by Supervisor Grover

and approved by the following vote,

Ayes: Supervisors: Mayfield, Grover, Monteith, DeMartini, and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None


1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:



ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

Background

As the largest employer in Stanislaus County it is critical that the County be able to recruit and attract talented and skilled employees. Yet, recruiting qualified candidates to the public sector has become increasingly difficult. We are not only competing with the private sector, but in many cases with other public agencies. Consequently, the County has struggled over the last few years to recruit candidates in some of its more highly skilled entry-level job classifications. It has also become apparent in discussions with new college graduates, that many new graduates do not consider County government in their job search. Yet the County offers a multitude of career opportunities for new college graduates in the areas of finance, accounting, engineering, social work and law enforcement among many others.

The County is continuing to evaluate recruitment methods in an effort to reach out to candidates in difficult to recruit classifications and believes the development of a Student Internship Program is a way to attract desirable candidates to County Government. A Student Internship Program would allow the County to expose college students to the many opportunities available at the County, and hopefully result in these students choosing to pursue a career with Stanislaus County after their graduation.

While the County has utilized college students in the workforce, the County has not implemented a formal Student Internship Program. The development of a formalized Student Internship Program will allow the County to increase our visibility as an employer in the community, on college campuses, and provide opportunities for students, with the ultimate goal being the successful recruitment of candidates to fill difficult to recruit classifications.

The Policy

The attached Student Internship Policy identifies three different types of student internship opportunities:

1. Student Volunteers referred through United Way Volunteer Center
2. Unpaid Student Interns earning college credit or fulfilling required work experience
3. Paid Student Interns

The policy provides for specific criteria for each type of student internship. Departments and the Chief Executive Office staff will work together to develop contacts, establish relationships and generate contracts with educational institutions in order to facilitate the development of a strong Student Internship Program.

Departments will have the option of utilizing two salary options for paid student interns. The first option would be at the Clerical Community Aide II salary range, currently \$7.84 hourly. For students working toward degrees in difficult to recruit classifications such as engineering, planning and accounting, Departments would have the ability to hire paid student interns into the trainee classification at a salary 15% below what the first level in the classification series earns. Paid student intern appointments at the trainee level will require pre-approval from the Chief Executive Office.

The attached Policy includes processes for the recruitment, orientation, training and evaluation of student interns.

POLICY ISSUE:

The implementation of a Student Internship Program within Stanislaus County Government will support the Board of Supervisor priorities of Effective Partnerships and Efficient Delivery of Public Services.

STAFFING IMPACT:

There is no impact on staffing as a result of this recommendation.



**STANISLAUS COUNTY
BOARD OF SUPERVISOR RESOLUTION
APPROVED/RESOLUTION #
STUDENT INTERNSHIP POLICY**

PURPOSE

Stanislaus County offers internships in an effort to provide college students from a wide variety of educational disciplines the opportunity to apply traditional academic classroom learning to actual work experience. The County strongly believes that internships are an important tool in recruiting, developing and retaining innovative people in local government and an important part of assisting the County in meeting the needs of today while preparing the workforce of the future.

Stanislaus County provides three different programs for students seeking to gain work experience. These are:

1. **Student Volunteers**
2. **Unpaid Student Interns**
3. **Paid Student Interns**

Each County Department will be responsible for administering the Student Internship Program within their department and ensuring the following County Student Internship guidelines are followed.

POLICY

Definitions

- I. Student Volunteers** - All student volunteers will be hired through the County's Volunteer Program in partnership with the Volunteer Center of the United Way. Departments wishing to recruit volunteers will contact the United Way. Departments are also encouraged to develop contacts with education institutions as well as departments within educational institutions to build a referral network for students looking to gain work experience in a specific field or area – Please see County Volunteer Program for further details.

Unpaid Student Interns – Students working as unpaid student interns will be receiving school credit or required work experience for their internship. These students earn only units of credit authorized and conferred by the school of attendance. Must be enrolled in college level coursework to qualify. Interns will not be used to supplement existing County positions.

All educational institutions that provide student interns to the County shall have a contractual relationship with the County. The CEO's Office will coordinate contracts with all local schools. The CEO/HR Unit will maintain a list of contracts in the CEO's Office. Departments will need to verify a contract with the educational institute prior to contracting with an intern. The CEO/HR Unit will assist Departments in adding contracts as needed.

Paid Student Interns – The County will maintain a continuous recruitment for paid student interns. Applications will be maintained on file for six-months in the Chief Executive Office.

Candidates for paid student internship positions will be required to complete a County application form. The application would need to include the type of work the candidate is interested in performing, i.e. accounting, public administration finance, marketing, health care administration, engineering, human resources, information technology, etc.

In order to qualify for a paid student internship the student would have to meet the following criteria:

1. Must have junior or senior standing and be enrolled in a four-year degree program, or be enrolled in the last semester of a two-year degree program, or be enrolled in a graduate program or be enrolled in college level coursework and have special measurable technical skills.
2. Must have a letter of recommendation from an instructor at the educational institute they are currently enrolled.
3. Must have a current cumulative GPA of at least 2.5. (Student may submit copy of last grade report with cumulative GPA.)
4. Demonstrate strong verbal and written communication skills.
5. Have strong initiative and the ability to work independently.
6. Meet Department/Division specified qualifications.

Departments wishing to hire paid student interns can contact the CEO's Office to review applications for internships.

The Chief Executive Office will send a response letter to all students applying for a paid student internship in order to notify them of the process for selection and the length of time their application will be maintained (six months).

A Department's ability to use paid student interns will be based on their internal budget constraints. Paid student interns will be hired into the extra-help Clerical Community Aide classification. When utilizing paid student interns in hard to recruit specialties requiring specific technical skills, Departments may use the Trainee designation as outlined in the County's Trainee Appointments (County Code 3.16.030). Hiring at the trainee level will require pre-approval from the CEO's Office and is set at 15% below step one of the classification. For most classifications this would be at the first level of the classification series (for example, Accountant I, Associate Civil Engineer). Departments would need to submit a memo or email to their Chief Executive Office HR Consultant that identifies the specific skills required and information supporting the difficulty recruiting for this skill.

II. Recruitment of Interns

Each County Department will be responsible for identifying and communicating with educational institutions that enroll students in a degree or area of study that could be utilized by the Department.

Departments may work directly with the United Way for Student Volunteers or directly with schools in the recruitment of unpaid student interns. Departments wishing to utilize paid interns will need to complete an R&R and work with the CEO's Office to review existing applications. In all situations Departments may contact schools directly to notify students and professors of

student internship opportunities. Departments are also encouraged to participate in job fairs at local schools to promote student internship opportunities.

I. Orientation and Training

Prior to beginning an intern assignment all student interns will be required to meet the pre-employment requirements (fingerprinting, drug screen, etc) of their assigned Department and the County.

All student interns whether volunteering, receiving units, or paid, will be provided with the Employee Conduct/Behavior Expectation policies and will sign the policy acknowledgement form. In addition, they will receive and sign any Department specific policies. The Department will also be responsible for orientating students to the organization.

Orientation should include:

- A tour of the Department and introduction to staff the student intern will be working with;
- Information on the history, vision and services of the Department;
- A clear list of expectations, job duties and goals; and,
- A list of the resources available to the student intern. This should include a workstation that has been set up for the student intern as well as the items needed by the intern to be successful in the performance of their job duties.

Student interns will also be required to complete any necessary health and safety testing because of potential exposure (TB testing, Hep B vaccine).

II. Evaluation of Students

All student interns should be provided with ongoing feedback on how well they are meeting the goals and expectations of their position.

All student interns, whether unpaid or paid, will receive a performance evaluation on the Student Intern Performance Evaluation Form or County Volunteer Evaluation Form at the completion of their internship. The County will not provide letters of recommendations but will instead encourage students to use evaluations for employment verifications.

III. Time Period of Internship Appointment

The length of the student internship will vary based on assignment and the organization's needs. However, paid student interns who no longer meet the eligibility requirements for a paid student internship, will not be allowed to remain as a paid student intern for a period of longer than six-months. The six-month time period can be extended with prior CEO approval.

V. Transition to a County Position

Student interns completing their education or who wish to transition to a specific County Position will need to participate in the County recruitment process. Departments will be responsible for providing direction to interns regarding the County's recruitment process.