

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 5/31/05
Department Name: Human Resources
Department No.: 064
Agenda Date: 6/21/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Salud Carbajal, First District Supervisor
Brooks Firestone, Third District Supervisor

STAFF CONTACT: Susan Paul, Human Resources Director
568-2817

SUBJECT: Reconciliation of Allocated Positions and Classification Studies

Recommendation(s):

That the Board of Supervisors:

1. Establish a County Internship Program.
2. Adopt one resolution, effective June 20, 2005, to:

ESTABLISH JOB CLASSIFICATIONS

- a. Intern – Paid (Class 9670), Range 3950, Step A (\$10.003 per hour).
- b. Intern – Unpaid (Class 9671).

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with our organizational values regarding our workforce.

Executive Summary and Discussion:

This recommendation would establish a County Internship Program for undergraduate and graduate students. Student interns would make important contributions to the County, gain valuable work experience, apply education to hands-on problem solving, and learn about local government. The County would have an extended opportunity to encourage tomorrow's workforce to make government service a career choice and through work experience, expose interns to the functions of local government and the issues confronting government.

Additionally, interns would perform non-regular work and other special projects designed to provide educational opportunities in a work environment. It is anticipated that internships could be offered

throughout the year and in virtually any area of County government. Departments would be able to tailor internships to meet their specific needs, and the length of assignments could vary depending on the complexity of the specific internship.

Internship Program:

General Criteria:

Criteria for being considered for a County internship would include:

- Students who have completed their first year of college; are enrolled in a college, community college, law, or graduate school
- Possess a grade point average of 2.5 or better.

Selection:

The selection process for interns includes the following:

- Internships are extra-help, at will employees of the County. To become regular employees, would require that they apply and compete in the same manner as other applicants for regular County jobs.
- To be considered for an internship the candidate must meet the general criteria and complete an internship application form. Forms are available in County departments and on the Human Resources website.
- Interns are selected by the appointing department.
- Departments may advertise for and access applications from intern candidates through the Human Resource Department's online employment center.
- Students may apply for any number of internship opportunities through the online center. The Human Resources Department will also market the internship program on selected websites, radio and newspapers using monies allocated to the marketing program.
- Departments may develop either paid or unpaid internships depending on the complexity of the potential assignment.
- Pre-employment medical evaluations/examinations, background checks, and other employment requirements would be identified and addressed on an internship-by-internship basis.
- Internships Paid and Unpaid – Intern in the paid class are eligible for overtime as required by law. Both classes would be covered by Workers' Compensation law.
- Interns are eligible to receive academic credit provided they make arrangements through their academic advisor or guidance counselor.

Fiscal and Facilities Impacts:

1. Any costs associated with a specific internship will be absorbed within the appointing department's budget.
2. Any costs associated with advertising internships through the Human Resource Department will be paid for from the marketing program.

Departmental Requisition Form:

County of Santa Barbara
Intern Requisition Form

Date Received _____
Internship Project # _____

This information will be published on the Human Resource Department's online employment center and other websites and in radio and newspaper ads.

Department/Program _____
Intern – Paid ___ or Intern – Unpaid ___
Project Title _____
Supervisor _____ Phone _____
Posting Date _____ Final Filing Date _____
Date Applications should be deleted from the HR Department's database _____

Length of Internship _____ weeks; Work Schedule _____

Internship limited to Undergraduates _____ **Graduates** _____ **NA** _____

Academic Majors Preferred

Academic Majors Required

Project Objective

Major Tasks to be Performed

Final Product or Outcome Anticipated

Travel or other work-related requirements

Pre-employment Requirements

Medical evaluation – Group A (if job is sedentary) _____

Medical examination – to be determined by examining physician based on Physical Factors

Checklist submitted by appointing department _____

Background investigation _____

Other _____

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA**

**IN THE MATTER OF AMENDING RESOLUTION)
NO. 04-190, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)**

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 04-190 established a Classification Plan, and authorized Departmental Position Allocation effective July 5, 2004; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-190, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 04-190, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 2 to read as follows effective June 20, 2005:

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u>					
009670	INTERN PAID	3950	A-A	\$10.003-\$10.003	YES
009671	INTERN UNPAID	0000			

2. Except as amended by this Resolution, Resolution No. 04-190 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2005, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
6/21/05

By: _____ (SEAL)
Deputy Clerk