

ACADEMIC INTERNSHIP PROGRAM DATABASE

The following unpaid/course-credit internship projects are available. To search by "Key Word", please press Ctrl+F. **Last updated 11/18/15.**
 Applicants who meet program requirements may be invited for an interview in order to assess their ability to perform the duties of the internship.

Please visit our Website to verify your eligibility: <http://file.lacounty.gov/dhr/academic%20Intern.pdf>

If you feel that you are qualified and wish to be considered for the internship(s), please identify 2-3 projects and follow the following link to apply [Click Here](#)

Project #	Project Title	Project Description	Possible Major	Critical Skills	Location
431	Architectural Intern	The work will include conceptual design, schematic design, design development and construction documentation preparation.	Architectural Design	Strong oral and written communication skills; present solutions to problems	Department of Public Works 1000 S. Fremont Alhambra, CA 91803
613	Communications Intern	Join the Communications Team of the world's greatest fire department! L.A. County Fire is seeking creative interns to assist in a number of communications projects to support the Department's internal and external communications programs, and assist the Department's Strategic Plan Goal 12 Team in "Communicating our Value." The current program includes public relations/community outreach, publications, media relations, social media (Facebook, Twitter, and YouTube), special events, and websites. If you are studying journalism, public relations, organizational communication, video production, screenwriting, graphic design, multimedia, or a related field, this is THE internship for you! The Communications Team is part of the Executive Bureau, with direct reporting to the Fire Chief. Help tell the amazing story of this world-renowned rescue agency!	Potential majors include but are not limited to Journalism, Public Relations, Communications or related majors. Coursework in multimedia is a plus.	Ability to identify newsworthy story ideas about the Department's people, programs and services, and bring them to life in all communication vehicles. Ability to write news and feature stories, develop campaigns (including ad copy and marketing messages) to communicate to County residents that L.A. County Fire is their best option for public safety.	Fire Department Fire Department headquarters in Los Angeles, 1320 N. Eastern Avenue, LA 90063 (just south of Cal State L.A. campus below the San Bernardino (10) freeway). Working onsite is an available option.
654	Consumer Protection Counselor	Counseling consumers on the telephone and in person, concerning landlord-tenant, credit, retail sales, automobile purchases, false advertising, repairs and many other consumer issues.	Consumer Sciences/ Affairs, Business Law or Paralegal Studies majors are desirable.	Excellent customer service skills and interest in working with the public in consumer protection. No previous experience required.	Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012
655	Investigative Intern	Interviewing and providing information to the public, investigating, mediating and resolving routine consumer complaints, researching and understanding statutes as they apply to consumer complaints, and organizing and prioritizing assignments.	Excellent customer service, networking, interpersonal and analytical skills. Candidate must also be self-motivated, dependable and able to perform multiple tasks under time constraints and with minimal supervision. Bilingual skills are a plus but not required. Consumer Science/Affairs, Law, Administration of Justice, Business Law, Public Administration or Paralegal studies majors are desirable.	Ability to interview consumers, learn and apply relevant consumer laws. Active listening skills.	Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012
657	Small Claims Court Counselor	Counsels litigants about Small Claims Court matters including, case preparation, service of process, appeals and collection of judgments.	Excellent customer service skills and interest in working with the public in Small Claims Court matters. Law, Business Law or Paralegal Studies majors are desirable	: Ability to interview litigants, learn and apply relevant civil laws. Active listening.	Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012
685	Departmental Marketing/Public Relations Campaign	Development and implementation of a comprehensive marketing campaign that will educate consumers and the general public on the many programs and services provided by the Department.	Upper-division coursework in Public Relations and/or Marketing.	Ability to strategize and develop a comprehensive marketing plan.	Agriculture Commissioner/Weights & Measures 12300 Lower Azusa Road Arcadia 91006

686	Public Service Promotional Video Project	The County of Los Angeles Agricultural Commissioner/Weights and Measures Department seeks to develop a promotional video in order to further educate County consumers and the general public about its many programs and services. Departmental programs are focused on areas of consumer and environmental protection, providing leadership and direction in the successful eradication of serious pests, protecting the consumer from increased food prices, the environment from increased pesticide application and the agricultural industry from increased costs for pest control.	Film student(s) with advanced video production skills and a working knowledge of Mac video-editing software.	Ability to problem solve in areas related to pre-production, on-location filming and post-production.	Agriculture Commissioner/Weights & Measures 12300 Lower Azusa Road Arcadia 91006
732	Probation Supervision	Interns will receive practicum experience in the area of juvenile and adult probation. In this area, interns will receive mentoring, tutoring and assistance to the deputy probation officer in the collection of data necessary to complete reports being sent to Los Angeles Superior Courts.	Coursework in any of the following: Psychology, Social Work, Criminal Justice, Sociology and other behavioral sciences.	Ability to work within the framework of departmental procedures and policies. Solid written, verbal and intercommunicative skills. Some knowledge of basic statistics is helpful.	Probation Department Various locations throughout Los Angeles County
781	Juvenile Supervision Intern	The intern will assist case load responsibilities that entail collecting data, face to face interviews, contact with Community Based Organizations and school site visits. The interns will assist in the preparations of progress reports being sent to the Superior Court of Los Angeles.	Proficient in Microsoft Office, Bilingual English/ Spanish is a plus, Strong communication skills are required. Possible majors include Criminal Justice, Psychology, Sociology, Social Work or related majors. Must have own transportation.	Ability to work within the framework of Probation Department procedures and policies. Strong oral and written communication skills. Some basic Knowledge of Statistics is helpful.	Probation Department Various locations throughout Los Angeles County
790	Analysis/Development of Methods and Procedures	Analyze and develop the methods and procedures to streamline the procurement process at DPSS.	An understanding of the DPSS business processes. Have a strong analytical, logical and organizational capability necessary to make recommendations to streamline the procurement process. College level classes related to business automation and management as well as information technology or two years experience in a technical, administrative, or analysis dealing with the investigation and solution of complex system or processing problems. Possible majors include Industrial Engineering, Public Administration or related majors.	A fast learner with logical analysis in systems analysis and design. College courses in business communication and/or English. Independent researcher in the development of data processing standards, solutions and procedures.	Department of Public Social Services 14714 Carmenita Road, Norwalk, CA 90650
831	Recruitment and Examination	Reads and understands DHR policies/procedures on examinations to gain a thorough understanding of the examination process. Reads and understands applicable Civil Service Rules and what they mean. Assists in preparing bulletins and supplemental application for various Civil Service Exams. Review employment applications to determine if applicants meet Minimum/Selection Requirements. Prepares a recruitment plan to attract qualified candidates using new and traditional methods such as the internet and other posting sites. Assists analysts in the coordination and administration of written tests and/or oral exams. Assists analysts in developing Appraisal of Promotability (AP) form and standards. Coordinates and monitors the AP process, and reviews completed AP's for accuracy and compliance. Conducts research and analyzes data, and prepare reports on assigned projects. Works on special projects as assigned by the senior analysts. Develop and update the Departmental Programs brochures that delineate services provided by the Office of Affirmative Action Compliance.	Possible majors include Business Administration, Human Resources, Public Administration or related majors.	Good analytical skills required.Good oral and written communication skills required. Some research analysis experience required.	Department of Human Resources 3333 Wilshire Blvd, Suite 350 Los Angeles, CA 90010
837	Dietetic Rotation	This project will provide the unique opportunity to work in a large, institutional	Enrollment in a college that is approved by the American	Demonstrates critical thinking and decision-making	Los Angeles County Sheriff's Department

		<p>environment gaining supervised experience in the areas of: administration, clinical, and community nutrition. Students will gain the ability to liaison with doctors and/or health care workers, and patients. Students will gain the skills to develop diets for patients based on their health condition, provide nutrition education, quality assurance by inspecting meals prepared in correctional facilities, and to check that meals are providing the correct nutrients. Students will conduct in-service training regarding topics such as: medical diets, food safety and sanitation, and state/government nutrition guidelines.</p> <p><u>This program follows the guidelines of the Commission on Accreditation for Dietetics</u></p>	Dietetic Association Commission on Accreditation for Dietetics Education. The major must be in the science of Nutrition.	abilities in assessment, treatment planning, and evaluation, and is able to combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality nutrition care to a diverse community.	Food Services Unit 450 Bauchet Street, Room #E815 Los Angeles, CA 90012
855	Probation Intern-Criminal Justice	<p>The Los Angeles County Probation Department is expanding its intern program. We are now heavily recruiting criminal justice interns at both the undergraduate and graduate level. The Los Angeles County Probation Department is largest in the world. We are involved in every aspect of the Criminal Justice System from domestic violence to child molestation; and from narcotics testing to working with criminal mental ill clients. The Department is shifting to Evidence Based Practice Model (EBP). The Department is adopting EBP as our strategy to rebuild lives. Join a national leader in Probation Services and become a Los Angeles County Probation Department Intern.</p>	Qualified applicants are currently enrolled juniors, seniors or graduate level students currently enrolled at a partnered university majoring in Criminal Justice or Criminology and have permission from their respective university to participate in this internship. All interns are required to have completed one course in elementary algebra.	Intern must be able to use critical thinking skills when assessing and evaluating Probation clients. Interns should be able to communicate thoughts and ideas both orally and written.	Probation Department Various locations throughout Los Angeles County
872	Residential Treatment Services Bureau Graduate Practicum	<p>Graduate level interns will work under the supervision of a Deputy Probation Officer (DPO) II with a Masters of Social Work (MSW) will be involved in small group interventions focusing on Evidence-Based Practice (EBP). Additionally, interns will be involved in individual counseling, case planning, and transitional planning (from camp to community). As a part of our Camp Redesign, Clinical Advisors (field instructors) are being trained in Life Skills/ Cognitive Behavior change. In an attempt to reduce aggression and violence in our camps and communities the Aggression Replacement Therapy (ART) has been included as one of the intervention noted in the Department's manual. This change has been added to encourage permanent positive behavioral changes. This is a "micro/ mezzo" experience.</p>	Must be 1st year (Clinical) MSW student and have university approval. Students must complete a Probation Department Intern Questionnaire and Interview prior to the start of their internship. Must have own transportation.	Clear understanding of cognitive behavioral therapy, and understanding of teaching pro-social skills. Good oral and written communication skills. Proof of completion of a graduate level Research Methods course.	Probation Department Various Camps settings throughout Los Angeles County
879	Talent Management System Development	<p>Assist in testing various components of the new Talent Management System by researching other web sites; develop recommendations for improving the design of the new system; research, analyze and recommend future design considerations for the system's business requirements; assist in preparing a summary of reported system incidents; assist in analyzing and interpreting the County's classification specifications to develop Job Specific Questions to be used within the bulletin development and application process; assist in the development of the recommended structure for categorization within the newly developed Item Bank System.</p>	Courses in public and/or human resources administration; proficient use of word processing, spreadsheet, and database management. Possible majors include but are not limited to Human Resources, Public/Business Administration or Public Policy. Some general Human Resources and Information Technology skills/experience are desirable.	The ideal candidate will have strong analytical skills. Excellent oral and interpersonal skills; strong writing that is well-organized, accurate and reflects appropriate language and punctuation usage. Must be able to interact well with others; ability to draw on educational background and seek other expertise to accomplish tasks; ability to effectively use the Internet and other resources to obtain background and/or supporting information to formulate appropriate assessments, conclusions, and recommendations.	Department of Human Resources 1000 S. Fremont, Bldg. A-9 East, Unit #51, Alhambra.

886	Arts Education Research	<p>In September 2002, the Los Angeles County Board of Supervisors adopted Arts for All: Los Angeles County Blueprint for Arts Education, a strategic plan to restore arts education - in dance, music, theatre, and the visual arts - to the 1.7 million students in Los Angeles County's 81 school districts.</p> <p>Arts for All provides a series of policy changes and educational initiatives to create systemic change and institutionalize sequential, K-12 arts education in Los Angeles County school districts, based on the Visual and Performing Arts Standards for California Public Schools.</p> <p>The interns will work at the Los Angeles County Arts Commission in the Arts Education division and work on multiple projects, including researching funding for arts education and compiling data on Los Angeles County school districts in relation to Arts for All programs.</p> <p>Duties include:</p> <ul style="list-style-type: none"> - Research and compile data related to state and federal funding for arts education - Research arts education resources, publications, websites and reports for latest developments and information in the field - Research and compile data on Los Angeles County school districts in relation to Arts for All programs - Maintain funding database - Research and compile potential funding sources for Arts for All programs. - Research and compile data on legislative representatives for Arts for All districts - Assist with maintaining, writing, editing and inputting data onto the Arts for All website, http://www.laartsed.org 	Adept in the use of Microsoft Word and Excel. Good communication and organizational skills. Potential majors include public administration, public policy or arts/arts education-related majors. Should be interested in arts education, advocacy, or public policy.	The candidate must be able to utilize tangible and intangible information based on a logical sequence of events to evaluate, analyze and discern information that will be used to forge summary opinions on a specific subject matter. The candidate must be able to present both oral and written information in a poised, persuasive and professional manner.	<p>Arts Commission 1055 Wilshire Boulevard, Suite 800 Los Angeles CA 90017</p>
892	Architectural Aid/Architectural Intern	Internship will cover numerous projects encompassing important areas of County capital projects, building renovation and additions. Projects range from stand-alone buildings to site work, exterior cladding, interior remodeling/renovation, feasibility studies, field surveying, to design and drafting. The work will include conceptual design, schematic design, design development, construction documentation preparation, and construction support documents. Work will also include updating and maintaining product and detail libraries.	Basic knowledge of architectural design and AutoCAD, preferably proficient in the latest version of AutoCAD. Minimum requirement is a 3rd year architecture student enrolled at one of our partnered universities. Must have a keen interest in building survey, systems architecture, building science and technology, agency requirements and an analytical approach to architectural design. Must also be able to keep a consistent work schedule.	Must be analytical and have attention to detail. Must be able to communicate/present solutions and problems, verbally or by e-mail to staff. Experience and knowledge of rendering work will be advantageous.	<p>Department of Public Works 900 S. Fremont Avenue Alhambra, CA 91803</p>
905	Enterprise Project Delivery Division - ELIS	Assist in developing, testing, and implementation of new MS Access enhancements to an existing ELIS invoice tracking application. Assist in the implementation of new server hardware and software installation. Additionally, this position requires the use of standard Project Management Institute methodologies and processes as used to support IT Lab projects.	Education within the Information Systems/Technology discipline, familiarity with basic business education courses to include Project Management skill sets.	Business and Systems Analysis skill required; familiarity with the concept of Lateral Thinking by Edward de Bono is nice to have, but not required; should be able to easily acquire new concepts and the use of new software.	<p>Department of Health Services Health Services Administration IT Enterprise Project Delivery Division 313 N. Figueroa St., 6th Floor West Los Angeles CA 90012</p>

914	DCFS Clean Air Campaign	DCFS is launching a "Clean Air Campaign" which will encourage employees to participate in rideshare activities to reduce smog and gridlock on California freeways. Interns are needed to assist with the development and production of a video that will be used department-wide to explain the campaign and encourage employees to change their commuting habits. This project will require interns to assist with script writing, filming and possibly acting	Communications, Film, Radio/Television	Prior experience scripting and filming video presentations is desired. Seeking interns who are majoring in communications, film, radio/television, or related fields. Creativity sufficient to prepare an informative, interesting and entertaining visual presentation on a serious topic. Must possess strong oral and written communication skills. Must be able to read, interpret and determine how to apply relevant government codes and regulations, such as guidelines from the Southern California Air Quality Management District. Prior knowledge of these guidelines is a plus.	Department of Children and Family Services Glendora Office 725 S. Grand Avenue Glendora, CA 91740
920	GIS and Electronic Content Management (ECM) Support	Project includes the process of digitally capturing and categorizing new and existing large format maps and documents. This is related to a new ECM Project and integrating with current processes and tying in geospatial components. Involves scanning and georeferenced large format documents as well as support for metadata creation, policy retention, output and format policies. Spatial information will be attributed and placed in various GIS databases and candidate will assist personnel in ongoing integration of pilot ECM system to Department staff.	geography, planning, GIS, and information systems	Candidates must have basic knowledge of math, geography, and computers; and demonstrate strong interests in Urban Planning, GIS, Land Management, or Information Technology. A working knowledge of mapping software such as ArcMap, ArcGIS Server or Google Earth is strongly desirable. Students majoring in geography, planning, GIS, and information systems would be the best candidates. A working knowledge of ArcGIS software and ability to think logically and apply GIS concepts is desirable.	Department of Regional Planning 320 W. Temple Street, Room 1101 Los Angeles, CA 90012
921	Personnel Selection	The intern will be tasked with assisting with the collection of job analysis data and the construction of selection instruments. The intern will also assist with data analysis and the preparation of technical reports related to workforce and succession planning. The intern will also assist with the assessment of skill for employees potentially impacted	Qualified applicants are currently enrolled graduate level students currently enrolled majoring in industrial/organizational psychology. Students must have knowledge of personnel selection and employee development and leadership. Ideal candidates will have working knowledge of SPSS and MS Office.	Ability to analyze and synthesize data; ability to analyze data, draw conclusions, and present findings. College level written and oral communication skills. Data analysis; personnel selection research; workforce planning research.	Department of Human Resources 3333 Wilshire Blvd, Los Angeles, CA 90010
922	Internship Program Assistant (Revised)	Assist the Career Development Intern (CDI) Program Manager with the operation of the CDI program by developing a training curriculum based on the CDI Core Competencies; conducting monthly 8-hour training sessions; evaluating the CDIs' development and skills; monitoring CDI staffing levels and participating in the selection and placement of CDIs.	Possible majors include public administration, business administration, human resources or related majors. Ideal candidate will possess strong communication skills and possess advanced knowledge and use of Microsoft Office products: Windows and/or XP, WORD 2003, Excel 2003, and PowerPoint 2003.	Strong attention to detail and analytical abilities	Children and Family Services 12440 E. Imperial Hwy., 5th Floor, Norwalk 90650
923	Civic Art Commission Program Intern	The Los Angeles County Arts Commission Civic Art Program, established in 2004, works with leading artists, County Departments and communities to create artwork and designs for new and renovated facilities throughout Los Angeles County. Civic Art provides leadership in the development of high quality civic spaces by integrating artists into the planning and design process at the earliest possible opportunity; encouraging innovative approaches to civic art; and providing access to artistic experiences of the highest caliber for the residents of the County of Los Angeles. The Civic Art Program has commissioned work for more than 50 County capital projects including public libraries, parks, pool houses, community centers, sheriff stations, prisons, and health centers.	Art history, arts management, cultural studies, public art studies, studio art or public policy	Desirable qualifications include interest in the visual arts; ability to write; detail oriented; good communication skills; facility with Microsoft Word, Excel, Power Point, Access, Outlook and Explorer.	Arts Commission 1055 Wilshire Boulevard, Suite 800 Los Angeles CA 90017

		<p>The intern will work at the Los Angeles County Arts Commission in the Civic Art Division providing administrative support to the Civic Art Coordinator, Project Managers and Civic Art Director.</p> <p>This project offers an opportunity to work closely with experienced public art administrators, gain technical skills, such as writing, financial management and data management, and deepen their knowledge about the public art commissioning process.</p> <p>Duties include:</p> <ol style="list-style-type: none"> 1. Assist in the organization of office systems. 2. Prepare and email Calls to Artists on behalf of the Civic Art Program and other southern California public art programs. 3. Conduct research and compile data on local and national public art projects. 4. Generate copy, edit and update the Civic Art Program Web site. http://www.lacountyarts.org/civicart.htm 5. Set meeting dates and reserve conference rooms. 6. Process artist applications. 7. Shadow and train with Civic Art Coordinator. 8. Complete condition reports for County Collection artwork. 9. Research and write web copy for objects in the County's Collection. 10. Complete condition reports for County art objects. 11. Coordinate and conduct artist interviews. 12. Other duties as assigned. 		<p>Fluency in oral and written Spanish is a plus.</p> <p>The candidate must be able to utilize tangible and intangible information based on a logical sequence of events to evaluate, analyze and discern information that will be used to forge summary opinions on a specific subject matter.</p> <p>The candidate must be able to present both oral and written information in a poised, persuasive and professional manner.</p> <p>Upon selecting a candidate and determining the amount of time they are available, a project timeline will be developed that identifies projects that are accomplishable within that given time frame.</p>	
924	Library Cataloguing	<p>Intern will work in the Medical Library entering all books, DVD's video tapes and CD's into the new software (Small Library Organizer Pro). Intern will produce bar code labels for all library materials. Design and print patron cards. Develop training material and train library users on how to search catalog and check in/out library material.</p>	Possible majors include but are not limited to Library of Science, Business/Communications.	<p>Basic Windows computer skills, ability to type 35 wpm. Ability to analyze information with excellent attention to detail. Intern should have the ability to write concisely and effectively and possess strong oral and interpersonal communication skills.</p>	<p>Department of Coroner 1104 N. Mission Road Los Angeles, CA 90033</p>
926	GIS Portals Project	<p>The Urban Research-Geographic Information System Section (UR-GIS) is responsible for providing GIS and Technical Support services to numerous County of Los Angeles Departments. In providing this service, UR-GIS is responsible for maintaining accurate data layers in the central eGIS data repository used by departmental Portals to display information to the public. The GIS Portals Project requires the services of a GIS technician who can analyze discrepancies in the files and know how to make the</p>	GIS, geography, land management	<ul style="list-style-type: none"> • Must be analytical, resourceful and detail-oriented. • Must be self-motivated, able to work independently, well-organized and capable of setting and meeting project goals. 	<p>Internal Services Department 9150 E. Imperial Hwy., Area "H" Downey, CA 90242</p>

		<p>necessary additions, deletions or corrections to the databases. Examples of work includes replacing lakes and streams' datasets, reviewing the services database for the County portal and Homeland Security project, etc.</p>		<ul style="list-style-type: none"> • Must be able to understand and review large datasets, how to check and validate files using Excel, how to query in various database formats, how to summarize and extract data from databases, and how to manage large tables with more than 100,000 records each. • Interns will be expected to support activities in specific project areas. Sample tasks may include: <ul style="list-style-type: none"> o Participate in MapMerger GIS Address Matching software classes to learn how to use the address matching tool. o Work closely with the Team Lead to ensure proper use of the tools and to report progress on tasks. o Use provided software to automatically match two GIS street files (conflating) to find and match the same streets in each file. o Review the results of the automatic match to find and correct mistakes. o Use established data organization and attributes to correct street address ranges and street classifications. o Develop maps and Geodatabase/Shapefiles. o Complete Geoprocessing tasks. o Edit Geodatabase feature classes and features. o Geocode and validate geocoded addresses. o Convert GIS data. 	
927	<p>Countywide Address Management System (CAMS) Conversion Project</p>	<p>The Countywide Address Management System (CAMS) is a collaborative and technology-driven process involving a multi-department effort led by the Registrar-Recorder/County Clerk (RRCC) to develop a Geographic Information System (GIS) for maintaining over 300,000 streets and nearly 3 million addresses in a centralized and standardized shared data repository. CAMS integrates and controls a complex workflow involving many agencies around the County and produces a remarkably complete and accurate digital map of the County's streets and addresses correlated with other critical County mapping data, including parcels, zip code boundaries, community boundaries, buildings, landmarks, and aerial imagery. CAMS data has achieved well over 99% accuracy in address matching tests of registered voters and reverse 911 addresses. The data is being used by numerous agencies for mapping, address location, and dispatch and supports all Enterprise GIS systems and services hosted by ISD/Urban Research-GIS. As CAMS usage grows, it is driving innovative improvements to address-based business processes and intelligence.</p>	<p>GIS, geography, land management</p>	<p>Must be analytical, resourceful and detail-oriented..</p> <p>Must be self-motivated, able to work independently, well-organized and capable of setting and meeting project goals.</p> <p>Must be able to understand and review large datasets, how to check and validate files using Excel, how to query in various database formats, how to summarize and extract data from databases, and how to manage large tables with more than 100,000 records each.</p> <p>Interns will be expected to support activities in four specific CAMS Project areas. Sample tasks may include:</p> <p>Participate in MapMerger GIS Address Matching software classes to learn how to use the address matching tool.</p> <p>Work closely with the Team Lead to ensure proper use of the tools and to report progress on tasks.</p>	<p>Internal Services Department 9150 E. Imperial Hwy., Area "H" Downey, CA 90242</p>

				<p>Use provided software to automatically match two GIS street files (conflating) to find and match the same streets in each file.</p> <p>Review the results of the automatic match to find and correct mistakes.</p> <p>Use established data organization and attributes to correct street address ranges and street classifications.</p> <p>Develop maps and Geodatabase/Shapefiles.</p> <p>Complete Geoprocessing tasks.</p> <p>Edit Geodatabase feature classes and features.</p> <p>Geocode and validate geocoded addresses.</p> <p>Convert GIS data.</p>	
928	Graphic Design Intern	A Youth Identity Theft Prevention Website aimed at educating young people about ID theft. Content will be set in a "classic detective" theme. Project hours are flexible. Some work may be completed out-of-office.	Preferred candidates should be majoring in graphic arts, graphic design or related majors	<p>Should have the ability to implement a strategic plan for graphics and site layout. Create youth-friendly campaign brand and icons. Should also have the following abilities:</p> <ul style="list-style-type: none"> • Adobe Dreamweaver, Illustrator and Photoshop • Standards-compliant markup (HTML and CSS) • Ability to make Web-optimized icons and images • Knowledge of other design software a plus • Ability to work as a team with a web developer 	<p>Department of Consumer Affairs 500 W. Temple St. Room B-96 Los Angeles, CA 90012</p>
935	Project, Outreach & Management Coordinator	Work with the Mental Health Commission on developing resources, outreach and engagement with the community and developing projects.	Communications, management, marketing, public administration, public health, public policy, or urban planning	<p>Prior experience in strategic planning activities is a plus. Ideal candidate would be an enthusiastic self-starter. Candidate needs to know how to use a digital camera. Also, candidate must know how to layout & design (Publisher). Candidate should have the ability to analyze and synthesize information from multiple sources, connect micro information to system level macro strategies, identify information gaps, and prioritize and sequence information gathering. Ideal candidate will require minimal supervision. Candidate should have good oral communication and excellent writing skills combined with the ability to interact with a diverse population. Fluency in oral and written Spanish is a plus. Cultural competency is also desired. Candidate must be comfortable engaging projects with providers as well as with clients. Candidates will mostly do field work and human interaction. Candidate will use multiple information sources, and at times help conduct primary research using paper and electronic survey tools, key informant sources, interviews and focus groups, and attend public health meetings. (Don't let this scare you. It's just asking questions).</p>	<p>Department of Mental Health Headquarters Bldg. 550 S. Vermont Ave Los Angeles, 90020</p>

936	Inspection-Partnership	<p>The internship provides 80-180 hours of exposure to Environmental Health Division activities and is designed for Junior and Senior students earning credit toward graduation. Interns will be assigned among 16 district offices countywide, as an apprentice to an Environmental Health Specialist. Interns will observe and learn tasks and duties of journeyman level field inspectors and have hands-on practice. The internship rotations are: spring (Feb.-Apr.)-applications are due by, Nov. 30; summer (June-Aug.) applications are due by March 31; and fall (Oct.-Dec.) applications are due by July 31.</p> <p>Interns for this project will gain experience and/or participate in:</p> <ol style="list-style-type: none"> 1. An overview of Environmental Health (EH) 2. A review of policies 3. A review of inspection tools and equipment 4. Training in data management activities 5. Field visits to inspection sites 6. Los Angeles County Core Values/Customer Service 	Environmental & Occupational Health, Public Health, or Health Science preferred.	<p>Interested students must possess effective oral and written communication skills, have good organizational skills, be detailed oriented and self-motivated.</p> <p>Note: Must be willing to accept assignments anywhere within Los Angeles County and commit to a full day(s) of participation (8:00 AM - 4:30 PM)</p>	<p>Department of Public Health Various offices located Countywide</p>
939	Emergency Preparedness Intern	The Los Angeles County Fire Department is seeking interns to assist in reviewing, updating or developing catastrophic earthquake processes and protocols to develop a comprehensive catastrophic earthquake plan. This internship opportunity will provide a great overview of emergency preparedness/management and public administration.	Communications, emergency preparedness, homeland security, journalism, public relations, public safety, public administration or business administration.	Ability to make recommendations for the solution of complex problems. Proficient oral and written abilities are required. Ability to conduct research of federal, state and local policies and able to provide written or verbal interpretation.	<p>Fire Department Headquarters 1320 N. Eastern Avenue, L.A. 90063 (just south of Cal State L.A. campus).</p>
948	Probation Intern	Under the Supervision of a Supervising Deputy Probation Officer, the intern will assist with case load responsibilities that entail contacting Probationers who have failed to report within three months or have failed to make restitution payments monthly. Additionally, the intern will complete Financial Evaluation Referrals for those Probationers who have not made monthly restitution payments in order to access their ability to pay.	Majors in any of the following areas are encouraged to apply: Criminal Justice, Social Work, Sociology, and any other behavior science.	Ability to work within the framework of departmental policies and procedures. Good oral and written communication skills required. Some very basic knowledge of statistics is helpful.	<p>Probation Department The Riverview Area Office 12310 Lower Azusa Road Arcadia 91006</p>
949	Women's Health Data Projects	<p>Assist with a variety of women's health data projects for the Office of Women's Health including:</p> <ol style="list-style-type: none"> 1. Participating in the planning, development and production of the Health Indicators for Women in Los Angeles County data report. 2. Developing health briefs on a variety of health topics relevant to Women's Health. 3. Compiling data sources and reports for the OWH Women's Health Data webpage. 4. Performing data analysis on existing databases with the goal of evaluating programs and providing information for future program planning. 	<p>Epidemiology and/or</p> <p>biostatistics major; Experience with SAS;</p> <p>Experience with reviewing and interpreting data;</p> <p>Knowledge of women's health issues is a plus.</p>	Good understanding of Epidemiology and/or Biostatistics principals. Attention to detail. Generating or assessing solutions.	<p>Department of Public Health Office of Women's Health 3400 Aerojet Avenue El Monte 91731</p>

957	Juvenile Special Services Bureau	<p>Intern will have the opportunity to learn various Juvenile Field Operation functions such as School Based Program, Camp Community Transition Program, Intensive Gang Supervision, Juvenile Courts and Community Based Programs. The intern will also have the opportunity to learn variety of service providers, community partners, and the Juvenile Justice stakeholders in addressing at risk and high risk youth population. In addition, the intern will have first hand experience to observe various types of services addressing the issue of delinquency and family functionality: Functional Family Therapy, High Risk High Need (HRHN) Home Based Services, Gang Intervention, HRHN Employment services, Substance Abuse Program.</p>	<ul style="list-style-type: none"> • Junior or Senior at a partnered university • Proficient in Microsoft Word and Excel • Majors in Criminal Justice, Psychology, English, Sociology, and Law 	<p>Ability to analyzed and interpret complex assignment; articulate thought and translate into writing.</p> <p>Strong oral and written communication skills</p>	
961	Personnel Action Request Development Rollout Support	<p>The County of Los Angeles' Department of Human Resources is implementing an electronic Personnel Action Request form. As a member of the eHR Change Management team, you will assist in the User Acceptance Testing of a new electronic Personnel Action Request form as part of the web-based Human Resources Management (HRM) System; this may involve development of training manuals and eLearning videoclips/webinars. Assist in documenting workflow of system functions and business processes. Assist in the analysis and preparation of documenting defects to the third party vendor where the testing identified defects in the system.</p>	<p>Courses in Public Administration or related courses and/or courses in data-warehouse/database and report generation; desired majors include but are not limited to Computer Science, Information Systems, or a closely related field. Experience in Human Resources Administration is a plus.</p>	<p>The ideal candidate will have strong analytical skills.</p>	<p>Human Resources – eHR Division Headquarters at 1000 S. Fremont, Bldg. A-9 East, Unit #51, Alhambra</p>
962	Civic Art Project Willowbrook Intern	<p>The Los Angeles County Arts Commission Civic Art Program, established in 2004, works with leading artists, County Departments and communities to create artwork and designs for new and renovated facilities throughout Los Angeles County. Civic Art provides leadership in the development of high quality civic spaces by integrating artists into the planning and design process at the earliest possible opportunity; encouraging innovative approaches to civic art; and providing access to artistic experiences of the highest caliber for the residents of the County of Los Angeles. The Civic Art Program has commissioned work for more than 50 County capital projects including public libraries, parks, pool houses, community centers, sheriff stations, prisons, and health centers.</p> <p>The intern will work with Civic Art staff during a year-long creative exploration of the unincorporated area of Willowbrook, CA. It will include a cultural asset mapping process and ongoing cultural community engagement activities.</p> <p>This project offers an opportunity to work closely with experience public art administrators, gain technical skills, such as writing, financial management, data management, community engagement, and deepen their knowledge about the public art commissioning process.</p>	<p>The assignment requires a person with exceptional organizational, research, writing and communication skills. Basic computer skills, such as Word and Excel, will be necessary for material creation and project tracking. A background in visual or performing arts would be an advantage to the position, as would an interest in arts administration, engaging communities, and/or arts in the public sector. Interested students must be enrolled as a junior, senior or graduate level student at a partnered university. Arts background or major is not required, but students interested in gaining experience in the arts or arts administration will be given preference.</p>	<p>The candidate must be able to utilize tangible and intangible information based on a logical sequence of events to evaluate, analyze and discern information that will be used to forge summary opinions on a specific subject matter.</p>	<p>Los Angeles County Arts Commission 1055 Wilshire Boulevard Suite 800, Los Angeles, CA 90017</p>

964	County Intake Specialist Unit (CISU) Assessment Interns	<p>On July 1, 2011 the County of Los Angeles implemented a new County wide equity policy called the County Policy of Equity (CPOE). Under the CPOE all County workplace equity based complaints are reported to a centralized intake unit called the CISU. The interns will assist the intake unit with complaint assessments.</p> <p>The CISU staffers are responsible for conducting initial telephonic interviews with the complainants to:</p> <ul style="list-style-type: none"> - Assess the facts to determine if the allegations are jurisdictional to the CPOE or not; - Classify the complaint according to a pre-identified designation scheme for further handling. 	<p>The intern assigned to the CISU must possess a Bachelor’s degree from an accredited college or university and be enrolled in a Juris Doctor program.</p> <p>The intern must have an interest in employment law and either completed or be enrolled in classes related to Civil Rights, Title VII, discrimination, harassment, retaliation, etc.</p> <p>The intern should be skilled in conducting interviews and analysis, and is recommended to have taken a clinical course dealing with client contacts.</p>	<p>The ability to assess employment related equity based complaints timely is a valuable skill for anyone considering employment law as a field of practice. Law students with a basic understanding of employment law and what constitutes inappropriate workplace conduct are encouraged to apply for this internship.</p>	<p>Executive Office-Board of Supervisors/County Equity Oversight Panel Kenneth Hahn – Hall of Administration 500 W. Temple St., Room B-26 Los Angeles, CA 90012</p>
980	Departmental Strategic Planning Program for the Department of Beaches and Harbors	<p>The Los Angeles County Department of Human Resources (DHR) is looking for a bright, energetic, and innovative thinker to help with a Strategic Planning Program that is being developed for the Department of Beaches and Harbors. The Strategic Planning Program will enable executives/management within that department to set effective long-term goals, strategies, and objectives which are in line with the County Strategic Plan.</p> <p>The intern will work with the DHR Strategic Planning team within the Organizational and Employee Development Division to assist in developing strategic scanning, balanced score card analysis, and statistical analysis of leading indicators for the Department of Beaches and Harbors.</p>	<p>Critical reasoning skills; strong oral and written communication skills; knowledge of research analysis. Basic statistical skills are required. Candidate must be skilled at reading and interpreting graphs and charts. Candidate should have a working knowledge of Excel data analysis and statistical programs in order to create graphs, charts, and complete analysis based on qualitative and quantitative data. Ideal candidate will possess knowledge of strategic planning; familiarity with concepts of ROI and balanced scorecard. A major in Public Administration or Business, with emphasis on statistics, would be preferable.</p>	<p>The ideal candidate should possess strong analytical and problem-solving skills.</p>	<p>Department Of Human Resources 3333 Wilshire Blvd. Suite 350 Los Angeles, CA 90010</p> <p>and</p> <p>Dept. of Beaches and Harbors Administration Building, 13837 Fiji Way Marina del Rey, CA 90292</p>
983	Graphic Design Intern	<p>The Graphic Design Intern will be responsible for assisting Graphic Artists in various projects, such as (but not limited to) posters, flyers, event/theme graphics, newsletters, brochures, logos, designs and multimedia/web graphics. This is a great opportunity for the intern to have some of his/her work printed or displayed.</p>	<p>The ideal candidate is pursuing a major in Graphic Design. He/She is proficient in Adobe InDesign, Illustrator and Photoshop on a Mac platform and has some knowledge of Microsoft Office and QuarkXPress. A foundation in traditional art/media (such as drawing, illustration, photography) and knowledge of printing processes, typography, layout and color correction of imagery are a plus. The ideal candidate has good craftsmanship, organizational skills, the ability to troubleshoot, pay attention to detail and develop designs from concept to completion.</p>	<p>The candidate must have strong visual, interpersonal and written skills and the ability to communicate effectively and professionally with clients and office personnel regarding projects and deadlines.</p>	<p>Chief Executive Office Graphic Arts 500 W. Temple Street, Room 767 Los Angeles, CA 90012</p>

986	Evaluation Intern-GRAD	The Health Education Administration (HEA) of the Department of Public Health promotes health through effective health education communications, an empowered health education workforce, and successful partnerships. As a result, HEA manages several department-wide initiatives including dissemination of information through the [HEALTHED] Listserv, worksite wellness for 4,000 employees, coordinating speaking requests through the Speakers' Bureau, assuring the quality of departmental educational materials, and conducting plain language training. Each activity produces data that is used to identify areas of improvement and evaluate the overall effectiveness of HEA activities. HEA seeks an Evaluation Intern to support HEA's evaluation efforts. Duties may include one or more of the following: developing data gathering tools (e.g. online surveys, focus group guides); building databases using Access or other software; entering and cleaning-up data; analyzing data using statistical software and methods; writing reports based on resulting data, and reporting results to key stakeholders.	Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Epidemiology/Biostatistics. Interested graduate students should possess: excellent written and oral communication skills; strong organizational ability; great attention to detail; skill to work both independently and in team settings; ability to conduct and implement research on evidence-based practices; and intermediate to advanced skills in Microsoft Office software applications (Word, Excel, PowerPoint, Publisher and Access); ability to use Geographic Information System (GIS) applications is preferred.	Ability to interpret quantitative statistical analysis and develop evaluation reports.	Public Health- (DPH)/ Quality Improvement Division / Health Education Administration (HEA) 600 S. Commonwealth Ave., 7th Floor, Los Angeles, CA 90005
992	Headquarters Culinary Rotation	This project will provide the unique opportunity to work at the Sheriff's Headquarters (SHQ) cafeteria providing breakfast, lunch, special catering events and beverage service to employees, as well as guests and visitors. This environment will allow you to gain culinary administrative skill, food safety knowledge, experience culinary industrial-sized machinery, food presentation skill, create and/or present menu ideas as well as work with standardized recipes. You will also be able to liaison with members of the sheriff's department, line cooks, dietitians and other kitchen personnel. By completion of your internship, you should be able to prepare food for large parties, be knowledgeable of HACCP regulations, and have built management skills necessary for hospital, hotel, government, and catering agencies. You will be able to use industrial culinary equipment, present food in an appetizing, eye appealing manner, you will also be able to standardized and create recipes for menu selection.	Enrollment in a college that is an approved partner with the Community-Based Enterprise Education Program (C-BEEP). Hospitality or culinary art majors with at-least one year of educational training. Interns are expected to be open-minded, willing to learn, have enthusiasm, work well with others, and possess a good work ethic.	Demonstrates critical thinking and decision-making abilities in time management, menu planning, employee evaluation, and combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality food production.	Los Angeles County Sheriff's Department Food Services Unit 450 Bauchet Street, Room #E815 Los Angeles, CA 90012
1007	Public Health Emergency Preparedness/Logistics Section	Prepare the Department of Public Health to activate their Logistics Section during public health emergencies. Do so by assessing gaps in current logistics section plans developed within the Department, FEMA guidelines, and grant funding requirements. Propose improvements to the current logistics section plan, develop a project timeline, and manage the project from inception to completion. If time permits, evaluate how effective the developed tools are in assisting staff understand the roles and responsibilities of logistics, and develop simple guidelines for staff to follow.	At least a senior level with a major in Public Health, Health Science or related field with emphasis in Community Health, Environmental Health, Occupational Health, and/or Health Administration	Good computer skills in MS Office skills in Excel, Word, and PowerPoint. Analyze important aspects of training information and translate it for logistics section staff to understand. - Ability to work within the framework of departmental procedures and policies. Ability to strategize, develop, and manage a project	Public Health Office of Administrative Deputy 5555 Ferguson Dr. #320-10 Commerce 90022
1008	Environmental Health & Safety Intern	The intern will be involved with the day-to-day Environmental Health & Safety operations with a primary focus on safety management projects. Projects may include completing ergonomic assessments, air monitoring, creating Job Safety Analysis (JSAs) documents, and leading routine safety inspections. The intern will also identify safety training needs and develop curriculum and conversion to a computer-based training program.	At least a junior level with a major in environmental and occupational health. Prefer Students going into 4th year of studies (Senior). Prefer candidates with courses in industrial hygiene, occupational safety and/or toxicology	Must be analytical, well organized, and detail oriented.	Public Health Risk Management Division 5555 Ferguson Drive, Room 3036 Commerce 90022

1012	Talent Management Research Intern	<p>The County of Los Angeles employs over 100,000 people in a wide variety of professions, ranging from executive managers to social workers, to helicopter pilots. The County's Department of Human Resources (DHR) is charged with recruiting, developing, and retaining this highly qualified diverse workforce. In particular, the Talent Management Division is responsible for developing systems to select the most suitable job candidates for a wide variety of positions.</p> <p>For this internship, DHR is seeking a bright, energetic thinker to assist the Talent Management Division in conducting a variety of research projects related to the recruitment, selection and retention of employees. The selected intern will assist the Division in conducting basic research on the identification of "best practices," as well as on leading-edge techniques. The intern may also summarize and present this information to the Division, in both written and oral forms.</p>	<p>Knowledge of research methods in social sciences (must have coursework completed in psychological methodology (or equivalent) and statistics). Experience in gathering and synthesizing findings from published research. Strong written and oral communications skills. A major in social science or business required; Human Resources, Psychology, or Organizational Behavior preferred, with an emphasis on statistics or research. (Desirable) Working knowledge of statistical analysis software (e.g., SPSS).</p> <p><u>Additional notes:</u></p> <ul style="list-style-type: none"> • Potential candidates must submit a copy of their transcripts.. • Potential candidates must submit a writing sample (preferably a research paper). 	<p>The ideal candidate will possess strong analytical and problem-solving skills, with the ability to quickly grasp complex research designs, methodologies, and analyses.</p>	<p>Human Resources 3333 Wilshire Blvd., Ste. 300 Los Angeles 90010</p> <p>It is likely that most work will be done off-site, depending on the specific nature of the project.</p>
1013	Health and Safety Assistance Intern	<p>Intern will assist with the provision of the health and safety program to department employees. This unit develops, implements, and maintains various programs in health and safety and is a resource to DMH employees for all health and safety-related issues. Duties include assisting the Safety Officer with researching and developing Cal/OSHA-mandated programs, and reviewing and updating existing programs. Other projects will include assisting the Health and Safety Coordinators with conducting and reviewing facility inspection surveys to identify hazards and recommend courses of action, as well as conducting ergonomic evaluations and making recommendations.</p>	<p>The candidate should be pursuing a degree of Bachelor of Science Degree in Environmental and Occupational Health. This assignment prepares students for a variety of occupations including Environmental Health Specialist, Industrial Hygienist, Safety Engineer, and Loss Control Representative.</p>	<p>Candidates should have the ability to quickly understand new concepts, speak on the telephone and meet face-to-face with people. Should be comfortable asking for assistance when needed.</p>	<p>Department of Mental Health 550 S. Vermont Ave, 7th Floor Los Angeles 90005</p>
1015	Law Enforcement Intern	<p>The program is designed to give participants a realistic view of the duties of a law enforcement officer. Participants are assigned to Compton Station and are exposed to a multitude of areas including Property and Evidence and Detective Bureau.</p>	<p>College-level senior majoring in Administration of Justice or related field, with approval of the instructor of record at school. Prospective applicants must be willing to undergo station level background check and interview for acceptance.</p>	<p>Students are required to complete an in depth analysis of the duties at a station detective bureau and how they apply to lessons learned in the classroom.</p>	<p>Sheriff's Department Compton Sheriff's Station 301 Willowbrook Avenue Compton 90220</p>
1016	Workforce Development— Graduate Student	<p>Duties include directly assisting with:planning, implementation, and evaluation of classroom- and web-based training programs aimed at increasing department staff skills on public health policy and evidence-based practice, leadership, and emergency preparedness; assisting with the coordination of department-wide science conference activities; development and dissemination of related materials, training opportunities, and resources for department staff; assistance in updating/maintaining current intranet websites; assisting in teaching opportunities for ODT trainings; assisting in networking with various MPH programs from other schools to promote Public Health and LA County; data management and analysis such as entering paper course evaluations and test scores into Excel databases and transfer electronic test scores into Excel databases or access databases; create codebooks for course evaluation templates as well as for other evaluations, surveys and tests; assist in developing online surveys and other duties as assigned.</p> <p>The graduate-level intern is placed within the Public Health Training Unit, Leadership Training Unit, Technology Unit, or Emergency Preparedness Training Unit.</p>	<p>Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested graduate students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications.</p>	<p>Generating or assessing solutions; ability to read and interpret evidence based scientific articles to support program activities; ability to multitask; ability to understand the systems level of public health in a complex and diverse organization such as LA County; review current policy and assist in developing new policy develop systems for organizing, coding and reporting on learning-related data; ability to coordinate and facilitate training; understand emerging health trends and their impact on the community; creation of surveys and evaluation tools to assess DPH workforce needs;</p>	<p>Public Health Office of Organizational Development and Training 600 S. Commonwealth Ave, 7th floor Los Angeles, CA 90005</p>

1017	Veterinary Public Health Externship for DVM or VMD 4th year students	Extern(s) will learn about a wide variety of aspects of the field of veterinary public health and rabies control. Extern(s) will be provided with materials and learning goals, and will be required to take part in a variety of tasks. Tasks may include assisting in animal disease outbreak investigations, writing up draft reports and educational handouts, calling members of public about West Nile virus test results on dead birds that they reported in, and much more. Near the end of the month, the participant(s) will choose a topic within the intersection of human and animal health and present it to veterinarians, physicians and others in the department.	Potential candidates must be in their 4th year of enrollment of a college of Veterinary Medicine.	Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals).	Public Health Veterinary Public Health Program 313 N. Figueroa St, Rm 1127 Los Angeles, CA 90012
1020	Planning/Landscape Architectural Aid/Intern	Internship will cover the design of beneficial and/or pollinator hedgerows for a developing farm landscape at the Pitchess Detention Center. The borders of each crop field will be developed into hedgerows that will attract pollinators and beneficial insects to the area. Some research and design development will be required to optimize start up irrigation, developing planting procedures and researching wildlife deterrents. The work will include surveying and documenting area of scope, conceptual design, design development documents and development of a materials list and obtaining quotes. Prospective interns will be required to successfully pass a security clearance background check prior to the start of the internship. More information can be found at: http://caff.org/wp-content/uploads/2010/07/Hedgerow_manual.pdf	Basic knowledge and access to AutoCad and one of the following fields of study; landscaping design, horticulture or agriculture. Intern should be a 3rd year architecture, landscape architecture or agriculture student, or enrolled at one of our partnered universities. Candidate may work from home after initial site surveying are completed, but will be required to make weekly reports to the Department contact.	Must be analytical and have attention to detail.	Sheriff's Department Pitchess Detention Center 29330 The Old Road Castaic, CA 91384

1023	DCSS Academy/Staff Development Intern	<p>An intern is needed to assist the DCSS Training Academy with the planning, implementation, delivery and evaluation of department-wide training programs and curricula.</p> <p>Task Include:</p> <ul style="list-style-type: none"> • Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from management, audit reports, and departmental training files. • Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify proficiency and training needs. • Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio-visual equipment and venue. • Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy on Equity, Performance Evaluations, and Customer Service. • Assist in managing skill-based and mandated training programs by researching educational institutions and other sources for course information and availability. • Assist in scheduling of employee training sessions by utilizing the Countywide Learning Management System in accordance with established County policy and procedures. • Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum. • Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from management, audit reports, and departmental training files. 	<p>Behavioral or Social Sciences majors. Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills.</p>	<p>Community and Senior Services 3175 W. 6th St., Suite # 404 Los Angeles 90020</p>
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		<p>management, audit reports, and departmental training files.</p> <ul style="list-style-type: none"> • Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify proficiency and training needs. • Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio-visual equipment and venue. • Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy on Equity, Performance Evaluations, and Customer Service. • Assist in managing skill-based and mandated training programs by researching educational institutions and other sources for course information and availability. • Assist in scheduling of employee training sessions by utilizing the Countywide Learning Management System in accordance with established County policy and procedures. • Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum. 			
1028	ORCHID (Online Real-Time Centralized Health Information Database)	<p>Interns will assist in the development of communication strategies and tools that will educate the DHS employees and patients on the ORCHID project.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Creating a comprehensive campaign to inform DHS employees and patients about the ORCHID project. • Developing and designing ORCHID marketing materials (e.g. posters, hand-outs, and banners) • Developing internet contact (including social media content) to increase awareness of the ORCHID project 	<p>Must currently be an undergraduate or graduate student in the following programs: Public Relations, Marketing, Journalism, Communications, Public Health, Public Health Administration or other related majors.</p>	<p>Attention to detail, ability to work in a team environment, good organizational and presentation skills, and a strong familiarity with social media sites (i.e. Facebook, Twitter, etc.).</p>	<p>Department of Health Services, Information Systems 1237 N. Mission Road Los Angeles 90033</p>

1029	Specific Needs Awareness Planning (SNAP)	<p>The Specific Needs Awareness Planning (SNAP) Mapping System is a comprehensive planning and response tool developed to address the needs of residents without the ability to self-evacuate, or who may require specialized care during a disaster. The System integrates GIS mapping and database connectivity, thus allowing emergency operations managers and first responders to assess the impact of an emergency incident in a particular area on its most vulnerable residents.</p> <p>SNAP also supports the dissemination of emergency preparedness information and notifications through its e-mail enabled data base of registrants. In addition, SNAP maintains a separate data base of government agencies and private service providers who offer a wide array of services to people with disabilities and others with access and functional needs.</p>	Computer skills (primarily MS Word and Excel) a must. Preferred major includes emergency management, community outreach to the specific needs populations, proficiency with web-design, and working knowledge of computer software applications or related majors.	Problem solving. General knowledge of the SNAP Program and possibly be able to identify potential solution and recommendations to various issues associated with SNAP. (Preferred but not required).	<p>Los Angeles Emergency Operations Center 1275 N. Eastern Ave. Los Angeles 90063</p>
1030	County of Los Angeles Forestry Technician Internship	A successful internship candidate will perform routine reforestation field work and assist in the day-to-day maintenance and/or completion of related resource projects. Supplementary duties may include coordination with stakeholders in presenting conservation education programs, oak tree monitoring, preparing Fire Weather Danger Reports, and submitting Environmental Impact Report responses to achieve goals and objectives as directed.	Candidates for this internship must be in their junior or senior year of undergraduate study leading to a Bachelor Degree in a Forestry related field.	Must have the ability to accurately define problems and sort through the complexities by distinguishing unimportant or irrelevant issues from the key components.	<p>Fire Department 1320 N. Eastern Avenue Los Angeles 90063 HQTRS ADDRESS (INTERN SITE AT VARIOUS LOCATIONS)</p>
1034	Communications Intern	<p>The Los Angeles County Arts Commission is in search of a Communications Intern to help with marketing campaigns for the Ford Theatres, a multi-disciplinary performing arts venue with programming in the 1200-seat Ford Amphitheatre, offering music, dance, family events & film from June through October. The candidate will also assist the L.A. County Arts Commission communications team with managing the press database and assisting with marketing efforts on the annual L.A. County Holiday Celebration, a three-hour free event that presents community and professional choirs, music ensembles and dance companies representing the diverse cultures and holiday traditions of LA County at the Dorothy Chandler Pavilion at the Music Center, and broadcast live on KCET. The Ford Theatres and L.A. County Holiday Celebration are programs of the Los Angeles County Arts Commission.</p> <p>This project offers an opportunity to work closely with experienced public relations/marketing professionals and add significant experience to your resume. Work on these projects is year round.</p>	Possible majors include, but are not limited to Communications, Journalism, Marketing, Public Administration, Public Relations or Bachelors of Arts.	<p>Desirable qualifications include social media familiarity; interest in the performing and visual arts; detail oriented; good telephone skills; organized; strong writing skills; and fluency in oral and written Spanish is a plus.</p> <p>The candidate must be able to present both oral and written information in a poised, persuasive and professional manner; possess the ability to work both collaboratively and independently; and must be able to successfully interact effectively with a wide variety of people on-and off-site.</p>	<p>Arts Commission 1055 Wilshire Boulevard, Suite 800 Los Angeles, CA 90017</p>

1035	Information Security and Privacy Breach Labor Tracking System	<p>The Countywide Information Security Program (CISP), directed by the County of Los Angeles (County) Chief Information Security Officer (CISO), formulates and promulgates policy for managing and integrating Countywide information security and privacy related programs designed to protect all County's information technology (IT) systems, applications, and data.</p> <p>The County CISO tracks all reported security incidents (e.g., stolen/lost laptops, stolen/lost thumb drives, web applications attacked) manually from the 34 major departments. For numerous reasons, an automated labor tracking process is now required to track security incidents throughout the County. This new process will achieve an accurate and automated process of ascertaining labor costs for all security and privacy incidents. Costs of this nature is required for criminal prosecution (i.e., material damages), and for use internally to justify acquisition of technology or training needs.</p> <p>The development of this labor tracking system may be incorporated into the existing County's Enterprise Human Resource timekeeping system. The intern is expected to be available a minimum of 15 hours per week until completion of this project performing the following responsibilities:</p> <ul style="list-style-type: none"> a) Work closely under the direction of the County CISO; b) Develop and document a logical/conceptual diagram utilizing database concepts; c) Identify and discuss database structure data elements, groups, and aggregation points; d) Engage in discussions with various County departments' personnel to validate its structure; e) Document a workflow procedure utilizing Microsoft Office tools or similar toolset; f) Present to County management the developed process. 	<p>Familiarly with IT concepts related to database management systems and structure.</p> <p>Possible majors include computer science, information management systems, information security assurance, public administration, public policy, business administration, or closely related fields of study. Intern must have completed course(s) in database management, data analytics, or statistical data analytics. It is desired to have completed information security course(s) but is not required.</p> <p>Ideal candidate must have a conceptual knowledge of IT systems and applications that include database management software. A knowledge and/or awareness of different types of security incidents are desirable. Other areas are data analytics, Big Data, data mining, public policy, public administration, business administration, and IT governance would be beneficial.</p>	<p>Intern must be able to think logically and represent data conceptually.</p> <p>Intern must be able to work independently with minimum amount of instruction.</p> <p>Must be able to set and meet project goals and objectives.</p> <p>Must be analytical and understand holistic characteristics of an information security incident.</p>	<p>Chief Information Office 350 South Figueroa Street, Suite 188; Los Angeles, CA 90071</p>
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1038	Office of Emergency Management Intern	<p>The Los Angeles County Chief Executive Office of Emergency Management is looking for energetic self-starters to provide multifaceted support to the Office of Emergency Management. Under the direction of the Assistant Administrator, the ideal candidate will be responsible for assisting in the development of emergency management plans, programs and annexes, in the research and development of Requests for Proposal (RFPs) and Statements of Work (SOWs), as well as work with the social media coordinator to design innovate campaigns and strategies to increase community awareness and disaster planning and preparedness. Candidate will interact with community groups, multiple County departments and various committees. This project is ideal for someone looking to understand the role and functions of emergency management from a regional perspective.</p> <p>Additional duties include: Support the budget and grants section to research additional funding opportunities Assist in the establishment of public/private partnerships Brainstorm fresh social media content ideas Assist with the development of training and exercises Attend meetings and provide support in the implementation of the Countywide Continuity of Government Operations Plan-used to continue services during/after a disaster Proof-read and organize files General office duties, meeting planning and note taking.</p>	<p>Ideal candidate will be highly motivated, flexible, and have a primary interest in emergency management. Additionally, candidates must be well-organized, multi-taskers that are able to communicate effectively, analyze problems, and come up with workable solutions with limited resources. Working knowledge of computers and related software applications such as Word, Excel and Access is strongly preferred. Candidates must be analytical, resourceful, and detail-oriented. Possible majors can include, but are not limited to: Public Administration/Policy, Communications and Emergency Management.</p>	<p>The candidate should possess strong analytical, cognitive, trouble-shooting, and problem-solving skills; and should be able to write and edit written material. The candidate must be able to present both oral and written information in a poised, persuasive and professional manner.</p>	<p>Chief Executive Office Office of Emergency Management 1275 N. Eastern Ave. Los Angeles 90063</p>
1040	Nursing Administration – Graduate Student	<p>Under the supervision of the Assistant Nursing Director, the student will provide technical assistance to nursing employees in Nursing Education and Nursing Informatics units to achieve their program goals.</p> <p>Interns for this project will:</p> <ul style="list-style-type: none"> • Assists in planning, and developing evidence-based training programs aimed at increasing staff skill in evidence-based public health nursing practice and information technology. • Assists in providing trainings to enhance the skills of public health employees. • Develops evaluation tools to measure effectiveness of trainings. • Conducts work flow analysis. • Updates/maintains internet/intranet websites. • Assists in teaching opportunities for educational training. • Networks with various graduate programs from other schools to promote Public Health and LA County. • Data entry. • Assists in data management and analysis. • Develops various reports. • Assists in providing help desk support. 	<p>Must be a graduate student from an accredited college or university in the field of Nursing, Public Health, or equivalent. Candidates should: possess excellent organizational, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.</p>	<p>Generating or assessing solutions; ability to read and interpret evidence-based scientific articles to support program activities; ability to multitask; ability to understand the systems level of public health in a complex and diverse organization; review policies and assist in the development new policies; develop systems for organizing, coding and reporting on learning-related data; ability to coordinate and facilitate training; understand emerging health trends and their impact on the community; creation of surveys and evaluation tools to assess DPH workforce needs.</p> <p>: Excellent oral and written communication skills; maintain email correspondence with DPH staff and the community; devise outlines or project plans; develop power point presentations; ability to interact professionally with colleagues and external partners.</p> <p>Ability to understand evidence-based scientific articles; ability to interpret data and conduct analysis of data, including reporting data through annual reports or updates; analyze training data and document outcomes; propose recommendations for improving training; conduct reviews of existing training courses.</p>	<p>Public Health Nursing Administration 241 North Figueroa Street, Room 347 Los Angeles 90012</p>

1041	Workforce Development – Graduate Student	<p>The objective of this assignment is to: Ensure effective communication. This objective stems from a Customer Satisfaction Survey conducted on DPH nursing staff. Effective communication received a low rating and was identified as important. To assist in addressing this objective, the student will work directly with the Assistant Nursing Director, Education and DPH Communication to support the effective dissemination of information within the organization over time and across populations served.</p> <p>Interns for this project will: Conduct research identifying effective communication models that can be utilized in a large organization and/or assist in the development of a communication model that will be effective in DPH.</p> <ol style="list-style-type: none"> 1. Assist in developing an action plan to implement communication model. 2. Assist in developing curriculum for the communication model, as well as teaching components of the model to DPH employees. 3. Assist in evaluating the effectiveness of the model within DPH by developing an online survey. 4. Assist in promoting membership to DPH nursing listserv to increase ease in effective communication with all DPH nursing staff. 5. Assist in developing a standard approach on how new policies are communicated in each work setting. 	<p>Candidates in Master’s program for Nursing, Public Health, or equivalent. Interested graduate students should: possess excellent organization, written and oral communication skills; exhibit dedication and great attention to detail; work effectively in team settings; be able to conduct research on evidence-based practice; and be knowledgeable of Microsoft Office software applications.</p>	<p>Generating or assessing solutions; ability to read and interpret evidence-based scientific articles to support program activities; ability to multitask; ability to understand the systems level of public health in a complex and diverse organization, such as L A County; assist in the development of new policies; develop systems for organizing, coding and reporting on learning-related data; ability to coordinate and facilitate training; understand emerging health trends and their impact on the community; creation of surveys and evaluation tools to assess DPH workforce needs.</p> <p>Excellent oral and written communication skills; maintain email correspondence with DPH staff and the community; develop power point presentations; ability to interact professionally with colleagues and external partners.</p> <p>Ability to understand evidence-based scientific articles; ability to interpret data and conduct analysis of data, including reporting data through annual reports or updates; analyze survey and training data, and document outcomes; propose recommendations for improving communication with LAC DPH.</p>	<p>Public Health Nursing Administration 241 North Figueroa Street, Room 347 Los Angeles 90012</p>
1042	Women’s Health Policy and Programs	<p>Assist with a variety of projects related to addressing current women’s health issues. These include preparing the community for the substantial increase in the aging population with the Women and Healthy Aging series of community dialogues; developing a healthcare consumer protection campaign; and the Data Dissemination Project to train trainers to bring relevant data from the “2013 Health Indicators for Women In Los Angeles County: Highlighting Disparities by Ethnicity and Poverty Level” report to communities of color who are most impacted by the findings and demonstrate effective ways to use the data for new and/or improved programs and strategies to begin closing the health inequity gaps.</p> <p>Duties include: assisting with developing PowerPoint presentations and training materials; event preparation and follow-up; taking notes at committee meetings; computer research on aspects of women’s health and pending legislation; and other related activities.</p>	<p>Organizational skills, attention to detail; experience in women’s health areas is helpful but not required. Possible majors include Public Administration, Public Health, Women Studies or related majors.</p>	<p>Thinking precisely, making interdisciplinary connections, generating or assessing solutions.</p> <p>Ability to communicate effectively in English with women’s health leaders Computer skills – Word, Excel, PowerPoint</p>	<p>Public Health Office of Women’s Health 3400 Aerojet Avenue, El Monte 91731</p>

1046	Active Transportation Planning Intern	<p>Become a member of the County's new Active Transportation Planning group. As part of this group, interns are expected to play an active role in improving and developing bicycle and pedestrian facilities, along with access to transit facilities in Los Angeles County. Interns may choose to work on one or more projects from the following list:</p> <p>a) Research for the upcoming County Active Transportation Plan</p> <ul style="list-style-type: none"> - Review similar plans prepared by other agencies, and identify items to address in the County's Plan. - Develop a methodology to identify the pedestrian and bicycle improvements required in County unincorporated areas. The assessment should consider existing infrastructure, census population and demographic data, transit facilities and other trip generators. - Identify disadvantaged communities within the County where bicycle and pedestrian infrastructure should be prioritized to improve social equity. - Identify potential advocates and stakeholders who may be interested in providing input on the development of the Plan. <p>b) Create & update GIS data</p> <ul style="list-style-type: none"> - Use ArcGIS to create new GIS layers or update existing layers for bicycle and pedestrian facilities. - Conduct field reviews to verify existing bicycle and pedestrian facilities. - Update the layer of proposed bicycle and pedestrian facilities with project funding and other information. - Perform GIS analysis to identify candidate bicycle projects for grant applications. <p>c) Initiate County Bicycle Parking Program</p> <ul style="list-style-type: none"> - Inventory existing bicycle racks within unincorporated County areas, at County facilities and near Class I bicycle paths. - Identify potential short and long term bicycle parking locations near transit hubs, educational institutions, commercial facilities and other destinations. - Review short and long term bicycle parking structures currently available, and select two designs in each category that can be used as the new County Standard. The selection should consider aesthetics, bicycle support and efficient utilization of space when not in use. - Develop a draft bicycle parking policy. <p>d) Evaluate current Bicycle ridership</p> <ul style="list-style-type: none"> - Conduct bicycle counts for existing and proposed bikeway facilities. - Use the forms and methodology outlined in http://bikecounts.luskin.ucla.edu. - Update bicycle count data to http://bikecounts.luskin.ucla.edu. - This task may require the use of bicycle activated automatic counters. <p>e) Prepare Public Service Announcements for Education & Encouragement</p> <ul style="list-style-type: none"> - Prepare graphics and brochures for public safety education, e.g. Suggested Route To School brochures for school children. - Create and update blogs and other social media tools to publicize the County's bicycle program. 	Students with Planning, Transportation, Engineering or a closely related field are preferred. Must have a keen interest in bicycling, public transportation, and interacting with the general public.	<p>Must be analytical and detail oriented.</p> <p>Must be able to communicate/present solutions and problems, verbally and in writing to staff and at public forums.</p> <p>Experience and knowledge preparing general or circulation plans will be advantageous.</p>	<p>Public Works 900 S. Fremont Avenue Alhambra 91803</p>
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1047	Community Partner Affinity Access Program (CPAAP) Outreach	The County of Los Angeles Department of Health Services (DHS) is implementing Community Partner Affinity Access Program Outreach Project. As a member of the CPAAP team, you will assist in research, data collection, analysis, and implementation of a CPAAP outreach effort; this may involve development of a "Frequently Ask Questions Table", Writing and Populating of a Fax E-Mail Blast, and updating information into a CPAAP End-User Database with applicable data. Assist in contacting CP personnel to ensure that all E-Mail Addresses and Telephone Numbers are correct, posing Affinity System Access usage questions, determining usage, and interfacing with DHS Information Technology personnel responsible for Affinity System Access Facilities (ASAF). Educating CP Affinity System Access (ASA) End-Users on Health Insurance Portability and Accountability Act (HIPAA) implications.	Courses in Public Administration or related courses and/or courses in Information Systems, Data-Warehouse/Database, Healthcare Analytics, Medical Informatics and report generation; desired majors include but are not limited to Computer Science, Information Systems, or a closely related field. Graduate Level students. Experience in Healthcare Administration is a plus.	The ideal candidate will have strong research, analytical, organizational skills. Excellent oral and interpersonal skills; strong writing that is well-organized, accurate and reflects appropriate language (Medical/Healthcare) usage. Must be able to interact well with others Intra Los Angeles County (LAC)-Department of Health Services (DHS) and Community Partners; ability to draw on educational background and seek other expertise (Medical/Healthcare Information) to accomplish tasks; ability to effectively use the Internet and other resources to obtain background and/or supporting information to formulate appropriate assessments, findings, conclusions, and recommendations.	Department of Health Services Ambulatory Care Network 100 South Fremont, Bldg. A-9, East 2nd Floor, Unit 4, Alhambra
1048	Pharmacy Administration Intern	This is a 4 th year elective clerkship for fourth level Pharm.D. students	The candidate must be currently enrolled in a Pharm.D. Program from an affiliated partnered university	Excellent organization, written and oral communication skills; exhibit dedication and great attention to detail, work effectively in team settings, and conduct research on evidenced based practices.	Los Angeles Department of Public Health Community Health Services/ Pharmacy Central Health Center 241 N. Figueroa St., Room B-9 Los Angeles, Ca. 90012
1053	Intern, Public Information Office	Intern with the LACDMH Public Information Office (PIO) and learn how the PIO operates, including writing articles for the weekly newsletter (e-News), monitoring social media and assisting with outreach campaigns.	The ideal intern should be currently pursuing a Bachelor's or Master's degree in communications, journalism, public relations, marketing, public administration, public health or public policy. He/she should be an enthusiastic self-starter and know how to use a digital camera. Knowledge of layout and design is a plus.	The ideal intern should have the ability to analyze and gather information as well as be resourceful. He/she will require minimal supervision. The ideal intern should be up-to-date on mental health-related news as well as understand basic government functions.	Department of Mental Health Headquarters Bldg. 550 S. Vermont Ave Los Angeles, 90020
1060	Policy Review & Development Intern	Interns will review existing Department of Public Health – Administrative Services Policies & Procedures by assessing gaps in current departmental polices related to supply chain management, facilities management, grant management, and cross reference guidance.	At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Public Policy, Political Science, Sociology, Human Resources, Business Administration, and/or English.	Good MS Office skills in Word, Excel, and PowerPoint are required. Ability to work within the framework of departmental policies and procedures. Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback. Intern must have advanced writing skills. They must have the ability to quickly learn and analyze complex concepts and articulate onto paper. Conduct a gap-analysis by researching existing established policies and observation of current practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.	Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022

1061	Space Planning/Facilities Management Intern	Interns will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve upon the administrative infrastructure for delivering space planning and facilities management services to their constituents. Work can include, but not limited to the review of space planning documents, development of policies and procedures associated with space planning and facilities management, development of tools and resources of constituents, and other special projects.	At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Business Administration, Facility Management and/or Engineering.	<p>Good MS Office skills in Word, Excel, and PowerPoint are required.</p> <p>Ability to work within the framework of departmental policies and procedures.</p> <p>Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback.</p> <p>GIS mapping skills are desired but not a requirement.</p>	<p>Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p>
1062	Supply Chain Management Intern	Interns will work with the management team of the Department of Public Health – Administrative Services to evaluate, develop, and improve upon the administrative infrastructure for supply chain management services to their constituents. Work can include, but not limited to the review of existing procedures and policies, development of policies and procedures associated with supply chain management, development of tools and resources for constituents, and other special projects.	At least senior level with a major in Public Health Administration, Health Administration, Public Administration, Supply Chain Management, and/or Logistics.	<p>Good MS Office skills in Word, Excel, and PowerPoint are required.</p> <p>Ability to work within the framework of departmental policies and procedures.</p> <p>Ability to manage projects, coordinates with stakeholders, and be open in constructive feedback.</p>	<p>Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p>
1068	Pre-Occupational Therapy (OT) Intern	This internship will provide students who are interested in the profession of occupational therapy with the following opportunities: 1) Observation of occupational therapist and other staff in the evaluation and treatment of children with certain physical disabilities (e.g., cerebral palsy, muscular dystrophy); 2) Participation in therapy sessions with an occupational therapist; 3) Observation of medical services supporting rehabilitation therapy, such as Pediatric Clinic, Orthopedic Clinic, Durable Medical Equipment Clinic; 4) Researching/searching information relevant for patient population which may include community resource information for families, such as recreational/leisure activities and programs for children with disabilities; 5) Exposure to assessment and treatment tools and equipment; 6) Observation and participation in case management activities; 7) Interaction with patients, families, staff and others in-person and via telephone	Major or coursework in occupational therapy (pre-OT) with application to OT school in near future	<p>Good critical thinking and observational skills, including judgment skills;</p> <p>Effective communication skills and good interpersonal skills</p>	<p>Public Health Children’s Medical Services–California Children’s Services, Medical Therapy Program</p> <p>Various locations throughout Los Angeles County.</p>

1069	Interagency Council on Child Abuse and Neglect (ICAN) Project	The primary focus of this project involves two of ICAN's critical initiatives: the annual ICAN Data Report, and the monthly Child and Adolescent Suicide Review Team (CASRT) meeting. The position will be supervised and report directly to the ICAN Program Administrator that oversees these two initiatives. Specific duties will include, but are not limited to: preparing folders (case info, sign in sheets, agreements of confidentiality, etc.) for the monthly CASRT meetings; note taking (minutes) during the meetings; researching social network sites (such as Face book) for relevant information; attending the monthly Data meetings and participating in the review of agency data reports, analyzing the reports for trends and assisting in developing new and creative ways of presenting data and information. These efforts will culminate in publication of the 2014 State of Child Abuse in Los Angeles County Annual Report. All related tasks are administrative and generalist in nature and will require no specific knowledge, education or experience related to the identification, treatment or prevention of child abuse.	Relevant fields of study would include Public Administration, Statistics, Anthropology, Psychology, Sociology, Business Administration, Medicine, Human Behavior, etc... Desired skill set and qualifications include: Analytical; ☐	Willingness to look at chronic and systemic challenges differently and from a multi-agency perspective; Creative; Inquisitive; Independent thinker; Ability to manage data and reports submitted from various agencies; Some familiarity with local govt. agencies a plus; Typing, preparing minutes from meetings, some filing and copying, etc... Ability to handle multiple tasks/projects at once.	Department of Children & Family Services 4024 No. Durfee Rd. El Monte, CA 91732
1070	Video Production Intern	The Department of Community and Senior Services (DCSS), Executive Branch is seeking an intern to assist in the creation of promotional videos, short documentaries, public service announcements, and still photography work. In addition the intern will be assisting with editorial work to help proofread and write articles, and announcements for the department website.	Current undergraduate (B.A., B.F.A.), or graduate level university (M.F.A.) student in Film/Media/Video Production, or related major. Experience with shooting with digital video cameras. Editing experience with Final Cut Pro, After Effects, Compressor. Experience with lighting sets for video projects/some green screen knowledge also. Still photography experience.	Must be analytical and detailed oriented, a self-starter with the ability to prioritize competing projects. Must possess excellent communication skills; both verbal and written. Should have knowledge of film editing, filmmaking techniques, and the ability to analyze long hours of video to edit down to concise, approximately 3 to 5 minute videos.	Department of Community and Senior Services 3175 West 6th Street Los Angeles, CA 90020

1071	Project Active Living and Learning (ALL)– Physical Education Program (PEP) Evaluation Project	<p>This project will provide physical education and nutrition education professional development to 485 K-12th teachers, and 17,083 students with the highest obesity rates (40%-57% outside the Healthy Fitness Zone for body composition) in Los Angeles County. The purpose of Project ALL (Active Living and Learning) is to improve students' levels of physical fitness through attainment of California's State Standards for Physical Education. This will be accomplished through implementation of physical education and nutrition curricula and professional development for teachers. The project will also improve district policies, form partnerships with other supporting entities, and build a clear management plan to guarantee sustainability after the funding ends. Objectives for the project include increasing the proportion of students who engage in 60 minutes of daily physical activity, increasing the percentage of students who achieve age-appropriate cardiovascular and body composition fitness levels, and increasing the proportion of students who consume at least 5 daily servings of fruits and vegetables. With the assistance from the Alliance for a Healthier Generation, the School Health Index will be used on an annual basis along with an evaluation of all program measures to identify areas of need. The School Wellness Council will review, develop, or implement policy based on areas of need in alignment with the Wellness Policy.</p> <p>Data Sources that currently reside in the Los Angeles County Office of Education (LA CO E) facility for over 500 students from the following school districts: El Monte City, Mountain View, Pasadena Unified, Pomona Unified: Measure 1: Pedometers readings for students in K-12th grade measuring student physical activity levels (target 60 minutes per day), and 3-day Physical Activity Recall (3DP AR) survey instrument results for grades 5th -12th; Measure 2: Test results from the 20 meter Shuttle Run (PACER) which will be used to assess students' cardiovascular fitness in grades 6th -12th; Measure 3: Survey responses to nutrition-related questions from the Youth Risk Behavior Survey (YRBS) which will be used measure how many high school students consume fruit two or more times per day and vegetables three or more times per day; Measure 4: Daily attendance data for elementary and secondary students.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Perform cleaning operations and check for completeness of data, outliers, erroneous entries, etc. • Assist with development of reports and publications. • Assist with the request and collection of data from LACOE and individual school districts as pertaining to the research project. • Explore through data analysis (multi-level modeling) the relationship between body composition, aerobic capacity and attendance, academic performance. 	Undergraduate experienced with Stata or SAS. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations in connection with health project.	Experienced with Stata or SAS. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations in connection with health project.	Department of Public Health 3530 Wilshire Blvd., Suite 800 Los Angeles 90010
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1072	Area Agency on Aging, Needs Assessment	<p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of the AAA Area Plan Needs Assessment.</p> <p>A multi-faceted needs assessment must be conducted in the County of Los Angeles prior to the development of the 2016-2020 Area Plan. This needs assessment will answer the “who, what, and why” around which services will be established. The central areas of interest should include, but is not limited to identifying: Area Agencies on Aging (AAA) were established through the Older Americans Act (OAA) of 1965 to help older adults find employment, support older and disabled individuals in living as independently as possible in the community, promote healthy aging and community involvement, and assist family members in their vital role as caregivers. The Los Angeles County AAA is under the umbrella of the CSS Department and is part of the Aging and Adult Services Branch. The AAA and a network of public and private community-based agencies provide a broad range of services to older adults.</p> <p>The California Department of Aging (CDA) and the statewide network of 33 AAAs share responsibility for planning California’s present and future aging and long-term care needs. The AAAs’ Area Plans and the California State Plan on Aging together establish the framework for how the AAAs and the CDA will deliver services to California’s diverse population. The Area Plan is a document required by the California Department of Aging (CDA) for AAAs to identify, document needs and address concerns of older and functionally impaired adults in a manner consistent with the OAA and Older Californians Act (OCA). The Area Plan describes the AAA’s future activities over the coming four years.</p> <p>A multi-faceted needs assessment must be conducted in the County of Los Angeles prior to the development of the 2016-2020 Area Plan. This needs assessment will answer the “who, what, and why” around which services will be established. The central areas of interest should include, but is not limited to identifying: a) target populations b) the types and extent of existing and potential needs of older individuals in LA County c) barriers and challenges experienced by older individuals in LA County</p>	<p>Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.</p>	<p>Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these.</p> <p>Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p>	<p>Community and Senior Services 3333 Wilshire Blvd., Suite 400 Los Angeles 90010</p>
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- d) the services and resources existing within LA County that are available for addressing those needs as well as any existing constraints
- e) priority services

Tasks and duties may include:

Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes.

Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.

Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.

Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.

Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).

Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions

		<p>in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities.</p> <p>Coordinates activities, such as those of contractors, consultants, outside agencies, etc., to ensure that programs are successfully planned, implemented, and/or evaluated.</p> <p>Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended.</p> <p>Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.</p> <p>Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.</p>			
1073	Los Angeles County Commission for Older Adults	<p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of a video to promote the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults.</p> <p>Tasks and duties may include:</p> <p>Performing specialized video production duties involving:</p> <p>Writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment.</p> <p>Creating animated and other computerized graphics, utilizing sophisticated software programs.</p> <p>Writing, producing and directing video productions.</p> <p>Planning and developing video programs by transforming objectives into production ideas requiring the determination of format, approach, content, and level of presentation which will be most effective in meeting objectives and remaining within budget and time restrictions.</p> <p>Converting production ideas into finished production script by working with subject matter experts.</p> <p>Acts as script person by issuing scripts to performers and crew and revising to assure that cast and crew have appropriate and current scripts.</p>	Students must have classes or major in Film, Video Production, Photography or other related field.	<p>Intern must have the ability to review information on specific documents and reports and make recommendations on the completeness and accuracy of these.</p> <p>Experience in video production software, Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p>	<p>Community and Senior Services 3333 Wilshire Blvd., Suite 400 Los Angeles 90010</p>

1074	Elderly Nutrition Program	<p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the evaluation of qualified Elderly Nutrition Program (ENP) congregate sites to determine the Distinguish Site high standards for excellence are met based on the following requirements:</p> <ul style="list-style-type: none"> • Hospitality, • Helpful service, • Creating a comfortable, home-like setting for participants to enjoy while socializing with their friends, • Delicious healthy food, • As well as consistently meeting high standards for food safety. <p>Tasks and duties may include:</p> <p>Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes.</p> <p>Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.</p> <p>Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.</p> <p>Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.</p> <p>Prepares a variety of documents (e.g., reports, business correspondence,</p>	<p>Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.</p>	<p>Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these.</p> <p>Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p>	<p>Community and Senior Services 3333 Wilshire Blvd., Suite 400 Los Angeles 90010</p>
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		<p>memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).</p> <p>Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities.</p> <p>Coordinates activities, such as those of contractors, consultants, outside agencies, etc., to ensure that programs are successfully planned, implemented, and/or evaluated.</p> <p>Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended.</p> <p>Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.</p> <p>Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.</p>			
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1075	Supplemental Nutrition Assistance Program-Education (SNAP-Ed Program)	<p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in data collection and the evaluation of the SNAP-Ed Program.</p> <p>Tasks and duties may include:</p> <p>Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes.</p> <p>Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.</p> <p>Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.</p> <p>Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.</p> <p>Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).</p> <p>Coordinates activities, such as those of contractors, consultants, outside agencies, etc., to ensure that programs are successfully planned, implemented, and/or evaluated.</p> <p>Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended.</p> <p>Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.</p> <p>Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.</p> <p>Interacts with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities.</p>	<p>Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietician.</p>	<p>Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these.</p> <p>Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p>	<p>Community and Senior Services 3333 Wilshire Blvd., Suite 400 Los Angeles 90010</p>
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1076	Title V Senior Community Service Employment Program (SCSEP)	<p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) Title V Senior Community Service Employment Program (SCSEP) by performing research of Federal Department of Labor (DOL) and California Department of Aging (CDA) SCSEP policy for the development of AAA Title V SCSEP Program Memos and other program related documents.</p> <p>Tasks and duties may include:</p> <p>Researches information by identifying, locating, and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing) from varied sources (e.g., Internet search engines, library materials, government and technical reports, knowledgeable individuals) in order to obtain sufficient, valid, and reliable data for analysis and decision making purposes.</p> <p>Compiles information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis.</p> <p>Analyzes information using qualitative and/or quantitative analytical methods in order to understand and draw fact-based conclusions, often from large amounts of information; identifies issues and problems requiring additional research and study and takes appropriate action to ensure sound study results.</p> <p>Develops and/or recommends the development of policies, programs, or procedures to address problems or improve operations by applying the results of research and analysis of pertinent information in order to ensure the highest likelihood of success.</p> <p>Prepares a variety of documents (e.g., reports, business correspondence, memoranda), adapting formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, governing boards).</p> <p>Interacts with a variety of individuals (e.g., vendors, managers, representatives of</p>	Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences.	<p>Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these.</p> <p>Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p>	<p>Community and Senior Services 3333 Wilshire Blvd., Suite 400 Los Angeles 90010</p>
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		<p>external agencies/organizations) when participating in meetings, mediating disputes, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities.</p> <p>Coordinates activities, such as those of contractors, consultants, outside agencies, etc., to ensure that programs are successfully planned, implemented, and/or evaluated.</p> <p>Monitors processes and programs by gathering and analyzing relevant information in order to ensure that processes are capable and stable, and that programs are proceeding as intended.</p> <p>Evaluates program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program.</p> <p>Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and requirements.</p>			
1079	Materials Management Intern	<p>Working with materials management, interns will be able to develop efficient mechanisms for tracking and accounting requisition forms, create systems and procedures for employee on-boarding and off-boarding of various programs, and streamline/systemize internal operations and workflows within the department. Students will analyze and assess problems with current policies and suggest solutions for problem solving. As new and exciting changes are implemented in current practices, interns will gain insight into project development and program planning of supply and asset inventory.</p>	Major in Public Administration, Business Administration, Facility Management, Engineering, or other related field.	<p>Must possess critical thinking skills.</p> <p>The candidate must possess effective oral and written communication skills.</p>	<p>Public Health Public Health-Environmental Health 5050 Commerce Dr., Baldwin Park, CA 91706 Various locations throughout the County of Los Angeles</p>

1080	Grant Fund Development Unit (Revised)	<p>The Grant Fund Development Unit's (GFDU) mission is to support over 40 program offices in the Department of Public Health in the successful acquisition and implementation of grants. The GFDU is nested within the Department of Public Health's Administrative Services Division and works with program offices to bridge every aspect of administration in the grant lifecycle. By joining the GFDU team, students will have the opportunity to experience the development and planning of grant funded public health program that have a positive impact on the health and well-being of Los Angeles County residents. Working with the GFDU will provide an introduction to the grant application process, policies and procedures of county contracting, as well as financial, logistical, and operational processes of the Department. Student will also have the opportunity to use best practices and evidence based research to improve and streamline the grant process.</p>	<p>At least senior level with a major in Public Health, Public Health Administration, Health Administration, Public Administration, Public Policy, Political Science, Sociology, Human Resources, Business Administration, and/or English.</p>	N/A	<p>Department of Public Health Grant Fund Development Unit 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p>
1082	Emergency Preparedness and Response Program	<p>To develop food defense training procedures that guide the Environmental Health Specialist to conduct restaurant vulnerability assessments and a curriculum that leads to protection against food tampering and terrorism.</p> <p>It is the expectation that from this project a uniform training protocol framework will be developed and utilized so that LAC EH food facility inspectors can assist owners in preventing food tampering and terrorism.</p> <p>Interns for this project will gain experience and/or participate in:</p> <ol style="list-style-type: none"> 1. Understanding the public health needs proceeding, during, and after a food emergency or disaster. 2. Gaining experience in food emergency preparedness/management and public administration. 3. Building on to the LACEH Strategic Plan 2012-2015 objective in engaging the community with tools to help recover from emergencies. 4. Developing the final draft of the LACEH Food Defense Toolkit for Restaurants. 5. Participating in regular internal and external meetings pertaining to food defense and related topics relevant to public health. <p>Project Objectives:</p> <ul style="list-style-type: none"> • Participate in executive/administrative Emergency Preparedness and Response functions, (i.e., staff meetings, etc.) on food defense related issues. • Enhance written and verbal communication skills by reviewing and editing food emergency response documents, (i.e., Standard Operating Procedures (S.O.P's) plans, guides, etc.). • Assist with program and product development with regard to food defense. • Work with and assist public health administrators on food defense related issues. 	<p>Graduate student currently studying Environmental & Occupational Health, Public Health, or Health Science preferred. Interested students must be willing to accept assignments anywhere within Los Angeles County and commit to a full day(s) (8:00AM-4:30PM) of participation. Specific arrangements can be made with the Program Supervisor.</p>	<p>Possess good organizational skills, be detailed orientated and self-motivated. Students must be familiar with Microsoft Office software.</p>	<p>Public Health Administrative Services 5555 Ferguson Drive, Suite 320 Commerce, CA 90022</p>

1083	Epidemiologic study	The medical student will participate in an epidemiologic study of diseases of public health importance. This study involves data collection pertinent to the diseases being studied, literature searches, analysis of data and development of a report. Presentation of the report may also be expected.	Must be currently enrolled in a medical school and studied <ul style="list-style-type: none"> • Epidemiology • Biostatistics 	Must be a current student in a medical school.	Public Health Various LAC DPH locations. Student base will be at the Public Health Education for Physicians located at 241 N. Figueroa St., Los Angeles 90012
1084	Commission for Women - Research/Staff Assistant Intern	The Los Angeles County Commission for Women provides a nurturing environment for students who wish to pursue careers or educational goals focused on work with women and girls in a variety of settings and with a range of challenges in areas such as healthcare, aging, veterans, faith-based, workplace, family and community. The intern will work closely with one or more Commissioners who will assist them in achieving the stated outcomes.	The interns should have an awareness and interest in women's issues, be able to research to find statistics in various areas, and have the ability to work on their own with minimal direction. The interns must be a junior, senior or graduate level university student, majoring in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors, with excellent oral and written communications and ability to conduct and analyze research. Upon joining the program, interns must be able to provide their own transportation to and from the internship site.	<ol style="list-style-type: none"> 1. Generate at least 6 measurable outcomes (3 personal growth and 3 career/educational growth) that address the intern's unique learning outcomes and criteria specified by institution of higher learning which will award academic credit for the internship experience, if applicable. 2. Attend major events supported by the Commission - for example, trainings, workshops, community events, special events, fundraisers, etc. 3. Support development or expansion of media presence of the Commission consistent with County protocols and under supervision of staff. <p>Required Oral and Written Communication Skills:</p> <ol style="list-style-type: none"> 1. Attend one or more monthly Commission meetings during the duration of the internship and be able to summarize key actions or initiatives. 2. Be available to meet with groups to inform them about the charge and actions of the Los Angeles County Commission for Women. 3. Select one or more Commissioners to serve as mentors during the internship. 4. Collaborate effectively with University academic department, course instructor and risk management. <p>Required Research Analysis:</p> <ol style="list-style-type: none"> 1. Complete background research on projects and initiatives (proposed or in progress) by the Commission 	Los Angeles County Commission for Women Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 372, Los Angeles, CA 9012

				<p>Initiatives (proposed or in progress) by the Commission, including reports on activities and publicity on similar Commissions, and organizations with a similar mission.</p> <p>2. Research and propose at least one new undertaking that would benefit the Commission and the women/girls of Los Angeles County, presenting a written and oral plan (agenda item at regular meeting or annual retreat) to the Commission prior to completing the internship.</p>	
1085	Housing for Substance Use Disorder Clients	<p>The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) is responsible for administering the County's alcohol and drug programs. SAPC contracts with over 300 community-based organizations to provide alcohol and drug prevention, intervention, treatment and recovery services throughout Los Angeles County. The Intern will be assisting in the development of a comprehensive plan for providing housing for individuals with substance use disorders.</p>	<p>Interest and experience in housing and/or substance use disorder services. Graduate level student enrolled in Public Health, Public Administration, Public Policy, Social Work and/or other Social Science programs. Ability to conduct literature reviews, draw conclusions from research, analyze and think critically, and write clearly and concisely.</p>		<p>Public Health Substance Abuse Prevention and Control 1000 S. Fremont Avenue, Bldg. A-9 West, 4th Floor, Alhambra, CA 91803</p>
1086	Public Health Administrative Services/Statistics Intern	<p>Come join the Department of Public Health, Public Health Administration. Interns will work directly with the management team in the Bureau of Administrative Services and support the following duties:</p> <ul style="list-style-type: none"> - Assist in collecting and analyzing data, preparing charts and reports. - Participate in studies and prepares reports, gathers and analyzes data on existing programs, conducts surveys, and studies. - Tabulates, charts, and analyzes statistical data by making computations and comparisons. - Process large amounts of data for statistical modeling and graphic analysis. - Report results of statistical analyses, including information in the form of graphs, charts, and tables. - Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate. - Other duties as needed to ensure smooth operations of administrative services related matters 	<p>At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata, SPSS and Graphic Design skills to create infographics and other graphically appealing data.</p> <ul style="list-style-type: none"> -Good skills in SAS, Stata or SPSS. -Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. -Ability to work within the framework of departmental policies and procedures. -Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. -Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. 	<p>Interns must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper.</p> <p>Interns must have the ability to research and conduct gap-analyses; evaluate existing policies; and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements.</p>	<p>Department of Public Health – Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p>

1087	Public Health Administrative Services Intern	<p>Come join the Department of Public Health, Public Health Administration. Interns will work directly with the Director of the Bureau of Administrative Services and support the following duties:</p> <ul style="list-style-type: none"> - Assist in drafting forms, policies and procedures. - Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. - Identify problems and implement or recommend solutions. - Proofread documents and other written work. - Take notes, prepares briefs, and write synopses of professional literature. - Other duties as needed to ensure smooth operations of administrative services related matters. 	At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills.	<p>At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills.</p> <p>Interns must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper.</p> <p>Interns must have the ability to research and conduct gap-analyses; evaluate existing policies; and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements. SAS or SPSS skills are not required but recommended.</p>	<p>Public Health Administrative Services 5555 Ferguson Drive, , Suite 3028 Commerce, CA 90022</p>
1088	Emergency Planning	<p>Hollywood Mental Health Center is looking for an Intern to learn about the administrative operations of a Department of Mental Health directly operated clinic. Under direct contact of the Program Head and Clinical leads, the intern will assist with planning and implementing the building emergency disaster plan, analyze, evaluate, and offer suggestions on how to improve workflow processes at the clinic.</p>	Possible majors include: Risk Management, Business Administration, and related disciplines.	N/A	<p>Mental Health Hollywood Mental Health 1224 North Vine St. Los Angeles, CA 90038</p>
1089	Administrative Investigations Support	<p>The Department of Mental Health Administrative Support Bureau is looking for an Intern to provide support to the Administrative Investigations Unit. Intern will support the Administrative Services Manager in charge of the unit and investigations staff, Intern will assist in conducting investigations by compiling and analyzing evidence, planning and monitoring investigative interviews, consulting on open cases, and drafting reports.</p>	Possible majors include Criminal justice, Risk Management, Business Administration, or related disciplines. Desirable qualifications include experience conducting interviews, strong analytical skills, attention to detail, and proficiency in Word, Excel, and Outlook.	N/A	<p>Mental Health 550 S. Vermont Ave., 2nd floor Los Angeles, CA 90020</p>
1090	Public Health Administrative Services/Statistics Intern	<p>Come join the Department of Public Health, Public Health Administration. Interns will work directly with the management team in the Bureau of Administrative Services and support the following duties:</p> <ul style="list-style-type: none"> - Assist in collecting and analyzing data, preparing charts and reports. - Participate in studies and prepares reports, gathers and analyzes data on existing programs, conducts surveys, and studies. - Tabulates, charts, and analyzes statistical data by making computations and comparisons. - Process large amounts of data for statistical modeling and graphic analysis. - Report results of statistical analyses, including information in the form of graphs, charts, and tables. - Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate. - Other duties as needed to ensure smooth operations of administrative services related matters 	At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata, SPSS and Graphic Design skills to create infographics and other graphically appealing data.	<p>Good skills in SAS, Stata or SPSS.</p> <ul style="list-style-type: none"> -Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. -Ability to work within the framework of departmental policies and procedures. -Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. -Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. <p>Interns must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper.</p>	<p>Public Health Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p>

1091	Public Health Administrative Services Intern	<p>Come join the Department of Public Health, Public Health Administration. Interns will work directly with the Director of the Bureau of Administrative Services and support the following duties:</p> <ul style="list-style-type: none"> - Assist in drafting forms, policies and procedures. - Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. - Identify problems and implement or recommend solutions. - Proofread documents and other written work. - Take notes, prepares briefs, and write synopses of professional literature. - Other duties as needed to ensure smooth operations of administrative services related matters. 	<p>At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills.</p>	<p>Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio.</p> <p>Required Critical Thinking Skills:</p> <ul style="list-style-type: none"> -Ability to work within the framework of departmental policies and procedures. -Ability to manage projects, coordinate with stakeholders, and be open D181to constructive feedback. -Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. 	<p>Public Health Administrative Services 5555 Ferguson Drive, Suite 3028 Commerce, CA 90022</p>
1092	Department of Human Resources –County of Los Angeles University	<p>The County of Los Angeles employs 100,000 individuals in a wide variety of professions, ranging from executive managers to social workers to helicopter pilots. The County’s Department of Human Resources (DHR) is responsible for recruiting, developing, and retaining this highly qualified, diverse workforce. In particular, the Workforce and Employee Development Division is responsible for Countywide training, succession and workforce planning, performance management, survey insight, data analytics, EEO, and organizational development programs.</p> <p>We are currently seeking interns to assist in the design, build, and implementation of a comprehensive County University. The intern positions will assist with one or more of the following: conducting research on local college/university programs to build a searchable database, outreaching to local colleges/universities to build relationships, conducting research on professional certification organizations (e.g., Society of Human Resources) to build a searchable database, researching MOOC courses and linking them to our competency model, building skills- and compliance-based training materials (e.g., customer service, career development, American’s with Disability Act, etc.), constructing communication materials to market and inform employees about the County University, building evaluation tools, analyzing data, etc.</p>	<p>Business administration, education, communication/technical writing/information design, marketing, advertising, database development, statistics/measurement, research methods, Adobe Illustrator, Microsoft Office Suite (Access, PowerPoint, Word, and Excel)</p> <p>The ideal candidate will possess strong</p> <ul style="list-style-type: none"> • analytical and problem-solving skills with the ability to quickly grasp new information, act upon it, and present a workable solution or finished deliverable • written and oral communication skills to present ideas and concepts in a clear, comprehensive yet concise, easily understandable, and professional manner • drive to achieve while working independently or as part of a team • interpersonal skills to effectively build relationships and collaborate with a variety of employees and business partners on work assignments • research skills to compile information in useful formats and derive relevant findings on a range of topics by conducting primary and secondary research • Microsoft Access, PowerPoint, Word, and Excel skills <p>Additional notes:</p> <ul style="list-style-type: none"> • Potential candidates must submit a copy of their transcripts. • Potential candidates must submit a writing sample (preferably a business proposal, market analysis, or research paper). 	N/A	<p>Department of Human Resources – Workforce and Employee Development Division Workforce and Employee Development Division 3333 Wilshire Blvd., Ste. 350 Los Angeles, CA 90010</p>

1093	Community Environmental Risk Reduction	<p>Providing assistance to staff in the development and execution of a community toxic risk reduction program aimed at evaluating and mitigating cumulative toxic risks in our highly burdened communities.</p>	<p>Must be graduate level student attending one of the Academic Internship Program partnered university/college.</p>	<p>Required Experience/Education/Skills/Major (must have classes) to demonstrate:</p> <ol style="list-style-type: none"> 1) Assisting in the identification and prioritization of communities impacted by exposures to toxic emissions and at a greater risk for cumulative health impacts. 2) Coordinating with local, state and federal environmental and health-related agencies to ensure effective use of resources and refinement of practices and policies impacting identification, prioritization and investigation of communities highly-burdened by environmental pollution. 3) Participating in meetings with internal staff, other DPH programs and external organizations. 4) Participating in outreach activities and assisting in the identification and development of educational materials related to toxic agent exposure that are the most appropriate for the health needs of the population. 5) Biostatistics & Epidemiology 	<p>Public Health – Environmental Health 695 S. Vermont Avenue South tower – 14th Floor Los Angeles 90005</p>
1095	Healthy Aging	<p>Assist with a variety of aging projects for the Office of Women’s Health including:</p> <ol style="list-style-type: none"> 1. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition. 2. Engages stakeholders in LAACHA. 3. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners. 4. Assists with variety of projects, tasks, and research related to healthy aging and women’s health. 5. Assists/develops PowerPoints, materials. 	<p>Possible majors include: Public Health, Gerontology, Women Studies or related majors. Organizational detail; experience and knowledge in gerontology are helpful but not required. Ability to make interdisciplinary connections, generate or assess solutions, and ability to communicate effectively with health leaders.</p>	<p>Computer skills – Word, Excel, PowerPoint</p>	<p>Public Health Office of Women’s Health (OWH) 3400 Aerojet Avenue El Monte, CA 91731</p>

1096	Climate Change	<p>To maintain the delivery of the Climate & Health Workshop Series at four County locations through 2016 and to roll out the Department of Public Health's Climate & Health Initiative, the first phase of which is meeting with division directors to determine how to involve various DPH divisions in climate change work. The activities of this project meet strategic objectives laid out in the LACDPH 2013-2017 Strategic Plan (objective 1.4.f; see below) and LACDPH's Five Point Plan to Reduce the Health Impacts of Climate Change.</p> <ul style="list-style-type: none"> • Enhance oral presentation skills by assisting in the preparation for and delivery of Climate & Health Workshops. <p>Project Objectives:</p> <ul style="list-style-type: none"> • Participate in executive/administrative functions, (i.e., staff meetings, etc.) on issues related to climate change. • Enhance written and verbal communication skills by reviewing and editing communication materials containing climate change messaging. • Enhance written and verbal communication by participating in meetings with directors and managers, including preparing for meetings, participating in meetings and taking notes, brainstorming potential areas of involvement, and assisting with follow-up activities. <p>Purpose: It is the expectation that from this project (a) DPH staff will develop a foundational understanding of climate change and an ability to apply their knowledge to their own work; and (b) DPH divisions will begin integrating climate change issues into their decision-making and operations.</p> <p>Interns for this project will gain experience and/or participate in:</p> <ol style="list-style-type: none"> 1. Understanding the public health impacts of climate change in Los Angeles County and globally. 2. Gaining experience delivering educational workshops to staff, which will allow the intern to interact with DPH staff from all divisions. 3. Implementing the LACDPH 2013-2017 Strategic Plan objective 1.4.f ("Informing the general public on the nature of climate change, its potential effects, and actions they can take to reduce greenhouse emissions and minimize impacts on health.") 4. Participating in meetings with division directors to brainstorm ways that each division can be leveraged to further the Department's Five Point Plan to Reduce the Health Impacts of Climate Change. 	<p>Graduate student currently studying Environmental & Occupational Health, Public Health, or Health Science preferred.</p> <p>Interested students must be willing to accept assignments anywhere within Los Angeles County and commit to a full day(s) (8:00AM-4:30PM) of participation. Specific arrangements can be made with the Program Supervisor. Possess good organizational skills, be detailed orientated and self-motivated. Students must be familiar with Microsoft Office software.</p>	<p>Must possess critical thinking skills</p> <p>The candidate must possess effective oral and written communication skills.</p>	<p>Public Health Environmental Health 5050 Commerce Dr. Baldwin Park, CA 91706</p>
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1098	Recruitment and Selection	<p>Project Goal: Provide opportunities for students to learn the operation of the Recruitment and Selection Section.</p> <p>Reviews and conducts research in HR policies/procedures on examinations to gain a thorough understanding of the examination process; Researches applicable Civil Service Rules and provides recommendations to increase efficiency of the recruitment and selection process; Prepare and develop examination bulletins and supplemental application for various Civil Service Exams; Reviews employment applications to determine if applicants meet Minimum/Selection Requirements; Analyzes, prepares and recommends a recruitment plan to assist qualified candidates to submit on-line applications; Researches, analyzes, coordinates and implements examination processes; Provides assistant in conducting Job Analysis; Assists in the administration of oral exams; Assists in developing Appraisal of Promotability (AP) form and standards; Coordinates and monitors the AP process; Conducts research and analyzes data, and prepares reports on assigned projects; Works on special projects as assigned by the exam analysts.</p>	Business Administration, Human Resources, Public Administration or related majors	N/A	<p>Register-Recorder/County Clerk 12400 E. Imperial Hwy., Room2204 Norwalk 90650</p>
1099	Dietetic Internship Project	<p>To allow students from California State University, Northridge to obtain observational and practical experience in applied Dietetics & Nutrition Services at DPH facilities and/or programs.</p> <p>Students will attend meetings with Program Analysts of the Nutrition Education and Obesity Prevention (NEOP) Program and understand the basic guidelines of each of the following programs: schools, early childhood, faith-based, retail, peer-to-peer, youth engagement and worksite; understand the organizational structure, goals, mission statement of the Los Angeles County Department of Public Health; attend food demonstrations with retail program; educate nutrition program staff on federally funded nutrition assistance programs; provide an evidence-based nutrition report on emerging nutrition trends; understand the Academy of Nutrition and Dietetics/CDR Code of Ethics for the Profession of Dietetics and Process of Consideration of Ethics Issues; observe the Quality Management Specialist of the HIV and STD Program and apply the nutrition care process in a community-based format; review the Guide to Community Preventative Services and apply knowledge to current emerging nutrition trends.</p>	<p>Completed didactic courses in dietetics and nutrition; accepted into CSUN's dietetic internship program.</p> <p>Demonstrates effective communication skills to community members (e.g. oral, print, visual, and electronic); delivers respectful, science-based answers to community members regarding food and nutrition.</p>	Conducts community-based food and nutrition program outcome assessment/evaluation; participates in community-based research	<p>Public Health 3530 Wilshire Blvd, Suite 800 Los Angeles, CA 90010</p>

1100	Aging Services Intern	<p>Adult Protective Services (APS), Program and Planning is developing specialized public transportation as well as caregiver support guides for the elderly, disabled, and low-income individuals. We seek an intern to provide important general administrative and research support for a variety of projects. The intern will assist in developing much-needed services for the residents of Los Angeles County and will be at the forefront of the county's efforts of increased mobility management as the demand for specialized services increases with the growing senior population. The intern will:</p> <ul style="list-style-type: none"> • Update and compile information regarding a variety of senior services for distribution to the general public. • Develop, implement, and evaluate mobility management programs such as travel training, options counseling, taxi vouchers, and outreach. • Compile and analyze data to make recommendations for the APS Emergency Transportation program. • Analyze different policy to coordinate supportive services to the disabled and very frail elderly and provide recommendations for program development and improvement. • Develop forms and tracking devices. • Meet with community and government stakeholders to support the work of the Regional Mobility Manager. 	<p>Undergraduate work in Public Policy, Public Administration, Political Science, or any related field. Must have working knowledge of Microsoft Office.</p> <p>Must be able to communicate/present solutions and problems, verbally and in writing to staff and external stakeholders.</p> <p>Research and writing ability to provide information to the general public. Knowledge of basic quantitative analytical techniques in order to conduct analysis.</p>	<p>Must be analytical and detail oriented. A self-starter with the ability to prioritize competing projects.</p>	<p>Community and Senior Services 3333 Wilshire Boulevard Los Angeles, CA 90010</p>
1102	Partnerships in Active Transportation and Health (PATH)	<p>Assist the Policies for Livable Active Communities and Environments (PLACE) Program in developing active transportation plans for the cities of Hawaiian Gardens and San Fernando; assist and/or lead community engagement efforts to inform the development of active transportation plans.</p>	<p>Economics for Policy, Planning and Development Public Health Leadership and Management Environmental Epidemiology Foundations in Health Education and Promotion</p> <p>Ability to enact engagement strategies at City Council meetings and public participation planning meetings.</p> <p>Visual aids will be turned into written chapter components of the Active Transportation Plans.</p> <p>Written translation between Spanish and English for production of educational materials and elements of the Plans.</p>	<p>Identify underserved communities and to come up with creative methods of engagement; and ability to summarize quantitative and qualitative data and produce effective visuals for communicating findings with constituents.</p> <p>Collecting best practices on community engagement; and Health policy analysis for inclusion in the Master Plans.</p>	<p>Public Health 695 S. Vermont, 14th floor Los Angeles, CA 90005</p>

1103	Los Angeles County Commission for Older Adults (LACCOA)	<p>To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the development of a video to promote the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults. The attached Fact Sheet for LACCOA provides an overview of the program.</p> <p>Tasks and duties may include:</p> <p>Performing specialized video production duties involving:</p> <p>Writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment.</p> <p>Creating animated and other computerized graphics, utilizing sophisticated software programs.</p> <p>Writing, producing and directing video productions.</p> <p>Planning and developing video programs by transforming objectives into production ideas requiring the determination of format, approach, content, and level of presentation which will be most effective in meeting objectives and remaining within budget and time restrictions.</p> <p>Converting production ideas into finished production script by working with subject matter experts.</p> <p>Acts as script person by issuing scripts to performers and crew, and revising to assure that cast and crew have appropriate and current scripts.</p>	<p>Students must have classes or major in Film, Video Production, Photography or other related field.</p> <p>Experience in video production software, Microsoft Office Software is desired. Good writing skills and public speaking skills.</p>	<p>Interns must have the ability to review information on specific documents and reports and make recommendations on the completeness and accuracy of these.</p> <p>Experience in video production software, Microsoft Office Software is desired. Good writing skills and public speaking skills.</p> <p>Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus.</p>	<p>Community and Senior Services 3333 Wilshire Boulevard, Suite 400 Los Angeles, CA 90010</p>
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