

# ADMINISTRATIVE INTERN PROGRAM

As full-time County employees, the interns experience first-hand Los Angeles County government through practical job assignments and participation in on-the-job training. The interns perform analyst assignments in such disciplines as human resources, budget, contracts, and public policy while assigned to various County departments, including the Department of Human Resources and the Chief Executive Office.

Rotational assignments in various divisions may include recruitment and selection, employee relations, organizational development, asset management, classification, budget operations and legislative analysis. As part of their rotation, the interns may analyze systems and procedures, conduct job analyses and classification studies, respond to letters of appeal and constituent inquiries, assist in test research, review and draft Board letters, write performance standards, prepare budget documents, perform investigative work, and prepare documents for the Civil Service Commission.

## TRAINING PROVIDED

The program aims to give interns an in-depth understanding of County rules, regulations and procedures. The interns will also learn about Civil Service Rules and processes, employee relations, various County functions and operations, and how they are interrelated. Each intern will receive approximately 120 hours of training over a two-year period.



## WHO QUALIFIES

The minimum requirement to qualify for the program is the completion of a four-year Bachelor's degree from an accredited college or university.

## AT THE END OF THE PROGRAM

After the successful completion of the Administrative Intern Program, the intern will be promoted to the Administrative Analyst position and placed in one of the County departments.

## HOW TO APPLY

As an equal opportunity employer, applicants are welcome from all backgrounds who have a four-year bachelor's degree in any field of study from an accredited college or university.

To receive an automatic notice regarding open application periods, visit the link below to set up a Job Interest Card and click on SUBSCRIBE:

<http://bit.ly/1NSmAGq>

or

<http://hr.lacounty.gov/>

- Scroll down
- Click on 'See Job Descriptions'
- Search for 'Administrative Intern I'



<http://hr.lacounty.gov>



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