

# LOS ANGELES COUNTY DEPARTMENT OF HUMAN RESOURCES ADMINISTRATIVE OPERATIONS ANALYST (ADMINISTRATIVE INTERN PROGRAM)

## THE PROGRAM

As a paid, full-time employee, you will experience Los Angeles County governance first-hand through this two-year program that includes on-the-job training. You will also have the opportunity to work in central departments such as the Chief Executive Office and Human Resources, among others, and perform analysis related to human resources, budget, contracts, and public policy.

## THE EXPERIENCE

*You'll have an opportunity to gain valuable experience in three rotational assignments that will give you advance insights into our governance and operations.*

### Rotate in Functional Areas:

- Asset Management
- Budget Operations
- Classifications
- Contracts
- Investigative Work
- Job Analysis
- Organizational Development
- Recruitment and Selection
- Test Research

### Work in County Departments such as:

- Animal Care and Control
- Beaches and Harbors
- Chief Executive Office
- Fire
- Human Resources
- Parks and Recreation
- Public and Social Services
- Public Works
- Registrar-Recorder/County Clerk

### Ongoing Career Development:

- Start and complete the program with a cohort
- Opportunities to build your network
- Formal mentorship from a senior-level analyst or manager
- Supplemental skills training

## WHAT TO EXPECT

1

If selected, enter the two-year rotational program.

2

Receive an introduction to County government, leaders, and departments.

3

Gain valuable experience in areas such as human resources, finance, or contracts.

4

Picture your future as an Administrative Analyst at one of the County's 36 departments.

5

Use the skills and knowledge you've obtained in the program to set your path towards success.

## HOW TO APPLY

*We look for talented individuals of diverse backgrounds to join our program. All you need is a four-year Bachelor's degree from an accredited college or university.*



To receive an automatic notice regarding open application periods, visit the one of the links below and click on **SUBSCRIBE** to set up a job interest card:

- <https://hr.lacounty.gov/administrative-intern-program/>
- <http://bit.ly/1NSmAGq>

Questions? Send an email to [admininterns@hr.lacounty.gov](mailto:admininterns@hr.lacounty.gov)