City of Goleta
Internship Program
Updated August 2019

Section 1. Purpose

The purpose of the City of Goleta's Internship Program ("Program") is to provide an opportunity for on-the-job experience and training to students who desire to pursue a career in public service.

The Program is also designed to assist City departments in meeting their workforce needs by attracting students and recently-graduated individuals to support department operations, projects and programs on a temporary, part-time basis.

Section 2. Administration

Intern Coordinator

The Program is administrated by the City of Goleta's ("City") Human Resources Division. The Personnel Officer, or his/her designee, shall serve as "Intern Coordinator." The duties of the Intern Coordinator shall include but are not limited to: (1) Helping to identify departmental needs for potential intern placement and developing written Assignment Descriptions; (2) Initiating the hiring process by posting bulletins on the "career opportunities" section of the City's website as well as soliciting applications from students at community and state colleges, universities, and law schools; (3) Conducting all necessary background checks for interns selected for assignment; (4) Serving as the liaison between departments and incoming interns; (5) Entering paid interns into the City's personnel and payroll systems.

Assignments will be issued by department directors, and interns will be held accountable by and will report to department directors or their designees. The department director or designee with notify the Intern Coordinator of any scheduling issues or absences.

Department Directors

The department director shall determine if and when an intern vacancy or need exists in their department. Department directors or their designees will serve as

mentors to interns and are responsible for assigning the workflow to the interns and utilizing the deliverables that the interns provide. Directors will conduct all performance evaluations and will have sole discretion as to whether an intern is invited back to complete an additional term.

Internship Areas of Specialization

Interns will have the opportunity to improve their skills by focusing on an identified area of specialization such as:

1. City Management/City Council
2. Support Services (Human Resources, Information Technology)
3. Finance
4. Public Works
5. Neighborhood Services and Public Safety, including Parks & Recreation
6. Planning and Environmental Services
7. Public Outreach and Information
8. City Attorney

By capitalizing on the knowledge and experience of departmental staff, interns can serve in departments that interest them or that can provide opportunities to supplement their classroom experiences with “real world” application.

Section 3. Intern Recruitment

Recruitment Process

The Intern Coordinator or his/her designee will establish relationships with “Career Services” personnel at community and state colleges, high schools, universities, and law schools. These relationships will allow the Intern Coordinator to rely on the recommendations and judgment of educational personnel that can knowledgeably evaluate the academic aptitude and professional experience of prospective interns.

The Intern Coordinator will solicit applications by announcement or in coordination with administrative personnel at colleges, universities, or law schools. After the application deadline passes, the Intern Coordinator will screen the applicants, and forward recommended finalists of the applicant pool to the department director(s) for final selection. The Intern Coordinator will act as liaison between the department directors and the applicants until a final selection is made. Accordingly, the Intern Coordinator will notify applicants of interview invitations and final selections.

Internship Duration and Hours

The length of each internship is determined primarily by the needs of the department director and the intern's school schedule; however, the internship will generally be designed to mirror the intern's academic calendar.

The Intern Coordinator reserves the right to dictate the intern's hours and length of service. Every effort will be made to accommodate the intern as to their unique school circumstances and variable schedule. Except in extraordinary circumstances approved in advance by the City Manager, interns will be limited to not more than 960 hours in any July through June fiscal year.

Minimum Qualifications for Interns

The Intern Coordinator will establish minimum qualification for each intern assignment. Assignments will generally require, as a minimum, full-time enrollment accredited high school, college or university at the time of application or in the immediately prior academic semester or quarter, and a minimum grade point average (GPA). Should the applicant not possess the requisite GPA, a recommendation letter from a faculty member that can attest to his/her initiative, professionalism, soft-skills, leadership, potential, etc., can be submitted instead.

Appointment

Since the vacancy exists in the individual department, and the department directors will benefit from an intern's work product directly, he/she will make the final selection(s) of candidates for each recruitment announcement.

Section 4. Internship Wages

The City Council will establish the wage or wage ranges for intern classifications upon the recommendation of the City Manager. The Intern Coordinator may assign an intern to wages within this wage range based on such demonstrated qualifications as education level, tenure, and performance. Interns will receive only those benefits required by state or federal law.

Section 5. General Duties and Obligations

The following general duties may be supplemented by a written Assignment Description developed by the Intern Coordinator.

Internship Overview

Under the direction and/or close supervision of a department director or his/her designee, the intern may conduct routine Citywide or departmental administrative studies and analysis of various City programs, policies, practices and operations, and/or apprentice-type field work, such as with the Public Works Department. If the intern successfully passes the review process, and receives favorable evaluation, he/she may be invited back to complete an additional term and be considered for more difficult projects and assignments at that time.

This program is designed to prepare interns for a career in public sector service. Interns will be assigned duties that best serve the needs of the City, while maintaining the quality of their learning experience. Intern duties may include but are not limited to: human resources; finance and budgetary analysis; public information; public policy analysis; environmental services, planning, and land use; and other programs that are administered by the assigned department.

Legal Internship Overview

Under the direction and/or close supervision of the City Attorney or his/her designee, the legal intern participates in the legal internship program by conducting routine legal research and analysis; additionally, performance of varied, complex, sensitive and confidential administrative support functions for the City Attorney's Office may be assigned at the City Attorney's discretion. This program is designed to prepare incumbents for a career in public sector law.

Section 6. Acknowledgement of Internship

Interns will receive a Certificate of Completion and be able to use the City as a reference. Additionally, any work product that the intern creates may be used as writing samples for applications; however, the work remains the exclusive property of the City and the City may rescind authorization to use said work product with or without notice.

Attachment:

1. Sample Assignment Description- Administrative Intern