

HUMAN RESOURCES INTERN

DEFINITION

Performs entry-level technical personnel work under immediate supervision on a part-time basis while pursuing a graduate degree; undergoes training in the techniques used in job analysis, recruitment, test administration, classification and compensation, organizational and staff development; and assists experienced Human Resource Specialists in the aforementioned areas.

TYPICAL DUTIES

Learns and applies policies, procedures, rules, and regulations of the personnel unit and professional

specialty to which assigned and assists staff by performing the following types of duties:

Collects, records, organizes, and analyzes data relative to job analysis for the purpose of position classification, salary evaluation, test construction and validation, and staff development programs.

Assists professional staff members by performing assigned technical tasks under immediate supervision.

Receives training relative to District organization, Personnel Commission rules, personnel selection, staff development training, and classification and compensation.

Operates a computer and related software.

Receives briefing and instructions from higher-level technical personnel prior to participating on an examination interview committee.

Participates in the interviewing of candidates; ascertains and evaluates their education, training, experience, and personal fitness according to instructions from a HR Specialist or other staff member; and provides approved information to candidates regarding examination procedures and general conditions of employment.

Assists in formulating recruitment and training plans and assists in implementing plans by arranging for facilities, equipment, advertising, informational materials, and other details.

Assists in developing recruitment literature including bulletins, advertisements, and brochures.

Assists professional staff in conducting training needs analyses and creating related training materials.

Assists in developing and maintaining personnel related databases.

Takes notes, prepares briefs, and writes synopses of professional literature.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Human Resources Intern works part-time while pursuing a graduate degree and performs a variety of personnel related duties of varying scope and difficulty to assist professional level staff such as Human Resources Specialists on particular projects and receives practical training and experience in technical personnel areas. The work experience obtained by the Interns is intended to help provide a pool of qualified candidates for entry into professional personnel specialties within the District.

A Human Resources Specialist I applies basic knowledge and skills of personnel administration in the progression of duties and responsibilities leading to qualification as a Human Resources Specialist II or higher. A Human Resources Specialist I receives on-the-job training and performs

duties directly related to the duties of the higher-level classes of Human Resources Specialist II and III.

An Administrative Intern I works part-time while pursuing an undergraduate degree and performs a variety of duties of varying scope and difficulty to assist administrators, such as the District Business Manager, and staff on particular projects and receives practical training and experience in administrative research and analysis while continuing to pursue an undergraduate academic degree.

SUPERVISION

Supervision is received from various higher-level technical personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of personnel administration
- Effective public relations
- Graphic and tabular presentation of data
- Fundamentals of data processing
- Elementary statistical concepts
- Principles of English grammar and composition
- Personal computers and peripheral equipment, software and hardware operation and usage

Ability to:

- Learn and apply District personnel guidelines
- Maintain objectivity and avoid bias
- Compile and analyze numerical, and statistical data
- Apply formulas in computing statistical measures
- Recognize, interpret, and analyze discrepancies in data
- Utilize data processing systems to generate reports
- Prepare and present clear, concise, and accurate reports
- Apply pertinent laws and rules in assessing information
- Plan, organize, and schedule work to meet deadlines
- Maintain confidentiality in assessing confidential information
- Work effectively with other District employees and the public
- Communicate effectively both orally and in writing
- Operate a personal computer and peripheral equipment
- Prioritize work and multitask

ENTRANCE QUALIFICATIONS

Status as a graduate student and current enrollment in a graduate level program at a recognized college or university, and preferably supplemented by courses in industrial psychology, organizational development, public administration, or statistics.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE:

1. If appointed to a position, continued employment is contingent upon continued studies. Interns will be assigned to work up to 16 hours a week during the school semester. Interns will be hired for a single semester; however, depending on the quality of their work and their interest in continuing, individual interns may serve up to one fiscal year and/or 799 hours and may work up to 40 hours per week during the summer months when school is not in session. The employing division must ensure the assignment remains under the 799 hour limit. Upon completion of their internship, the interns may be recruited to compete for permanent classified positions within the District.

2. Employees assigned to these positions are paid in accordance with the established salary rates. This class description is not a complete statement of essential job functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

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