COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

November 21, 2002

To: Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM (C-BEEP)**

The Department of Human Resources, through its Community-Based Enterprise Education Program (C-BEEP), is once again coordinating the recruitment of **unpaid** student interns for placement within County departments.

The success of this Board-ordered program, however, relies heavily upon the participation of our County departments. Using the enclosed form, please update the contact information of your departmental C-BEEP designate. Also, please evaluate the current C-BEEP internship opportunities within your department and forward any appropriate updates following the format included with this memo. C-BEEP internships should be project oriented and afford the intern a meaningful work experience.

Internship updates should be sent to the address below or e-mailed to pcephus@dhr.co.la.ca.us by December 20, 2002, for initial on-campus job fairs. Ongoing submissions will be accepted for future recruiting efforts.

C-BEEP Program
DHR Ombudsman/Community Liaison Division
375 Kenneth Hahn Hall of Administration
Los Angeles, CA 90012

On-campus internship fairs are an integral part of our efforts to recruit high-caliber C-BEEP candidates, and having a departmental representative on-campus during applicant recruitment is essential to streamlining the selection and placement process. On-campus recruitment for the Spring 2003 semester will begin as early as the first week in January. Information on these and other on-campus recruiting events will be forwarded to respective departmental C-BEEP coordinators in the near future.

Thank you for your continued participation. If you have any questions regarding C-BEEP, please call me at (213) 974-2406 or your staff may contact Pauline Cephus at (213) 974-1308.

MJH:STS
SAH:pc

Attachments

C: Each Supervisor
Departmental Coordinators

COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM (C-BEEP)

Departmental Coordinator Designation:

The following individual has been designated as the departmental coordinator for participation in the Community-Based Enterprise Education Program:

Name:	
County Department:	
Division:	
Address:	
Telephone No:	Fax No:
E-mail:	

Briefly describe which County locations your department could best utilize interns, e.g., San Fernando Valley, Downtown, South Bay, etc.

Please fax this form by December 20, 2002, for consideration of early internship fairs:

Department of Human Resources
500 West Temple Street, Room 375
Los Angeles, CA 90012
(213) 613-4789 FAX
Attn: C-BEEP Staff

C-BEEP

COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM
INTERNSHIP OPPORTUNITY FORM

The following **unpaid** internship position is available. If you feel you are qualified and wish to be considered for the position, please call (213) 974-1308 or email pcephus@dhr.co.la.ca.us. Applicants who meet program requirements may be invited for an interview to assess their ability to perform the duties of the internship.

Department:

Project Title: Closing Date:

Project Description (specify in detail):

Project Period: Working Hours:

Project Location:

Required Experience/Education/Skills/Major (must have classes) to demonstrate:

Required Critical Thinking Skills:

Required Oral and Written Communication:

Required Research Analysis:

Department Contact: Telephone:
E-mail: