



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

May 1, 2007

To: Department Heads

From: Michael Henry  
Director of Personnel

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

The Department of Human Resources, through its Community-Based Enterprise Education Program (C-BEEP), continues to coordinate the recruitment of unpaid student interns for placement within County departments. During FY 2005-06, C-BEEP interns contributed over 10,000 valuable hours on various County projects. This is over \$100k in savings at our current Student Professional Worker rates! For your convenience, enclosed is the C-BEEP brochure which describes the program.

During FY 2005-06, 225 students participated in C-BEEP. Currently we have 195 students enthusiastically contributing to the betterment of the departments and residents of Los Angeles County. The students have gained insight into civil service and have had an opportunity to acquire "real" work experience in their chosen field of study. For example, a C-BEEP student wrote a report on the status of women in the County of Los Angeles during 2004-06 for the Commission for Women. Another assisted in monitoring the County's Emergency Management Information System (EMIS) during the Operation Double Header exercise conducted in November 2006 by the County of Los Angeles Office of Emergency Management.

**It is imperative that all project supervisors are aware of personnel policies and procedures when interacting with interns. In an effort to discuss various topics of C-BEEP, an orientation meeting has been scheduled for Wednesday, June 13, 2007, from 10:00 to 11:00 a.m. All C-BEEP Departmental Coordinators or Departmental Human Resources Managers should attend this meeting.** We will meet in the 10<sup>th</sup> Floor Executive Conference Room at 3333 Wilshire Boulevard, Suite 1000, Los Angeles, CA 90010. We appreciate your attendance and participation as we continue to strive towards providing our C-BEEP students and our departments with a mutually beneficial experience.

*To Enrich Lives Through Effective and Caring Service*

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If your department has not identified a Departmental Coordinator, I have attached a Departmental Coordinator Designation Form for your convenience. Thank you for your continued support and participation. Please have your staff contact Rodney Hoston to R.S.V.P. at (213) 639-6323 or via e-mail at [rhoston@hr.lacounty.gov](mailto:rhoston@hr.lacounty.gov) by June 1st to confirm their attendance. Please park in the lot under the building. (The entrance into the garage is off Catalina Street.) Thank you.

MJH:STS  
SWB:ty

#### Attachments

- c: Each Supervisor  
Departmental Human Resources Managers  
C-BEEP Departmental Coordinators

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'It is important for competitive purposes to complete an internship. I didn't fully understand the complexity of the Department of Health Services or the size of the County. Before C-BEEP, I thought only of private industry.'

— C-BEEP Intern, Biology Major

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## Role of the Intern

Having accepted an internship opportunity, each intern is required to:

- Provide proof of enrollment as a junior, senior or graduate student in good academic standing at a partner college/ university.
- Contact designated faculty members regarding the completion of necessary educational requirements to receive credit.
- Attend a mandatory C-BEEP orientation session with DHR prior to beginning the internship.
- Complete all DHR paperwork before starting the internship.
- Follow all County departmental policies and procedures.
- Notify the County department if ill or unable to work as scheduled.
- Complete a program evaluation at the time of the site visit.

**For a complete listing of Internship opportunities, visit the DHR Web site at:**

**<http://dhr.lacounty.info>**

**and click on [Internship Opportunities](#).**

## Role of the University

The role played by each university is determined by its administration. However, the following will generally apply:

- Inform and encourage faculty members to participate.
- Host a campus-wide internship fair.
- Assist in publicizing the program.

For an intern to receive academic credit, each university must determine the number of work hours required each week and in total.

## Liability

Interns are considered volunteers and must complete DHR's "Intern Record" and "Intern Assignment Responsibilities" forms. These forms will qualify interns for "volunteer insurance."

For liability purposes, it is imperative that departments not allow students to begin their internships until after DHR's orientation session and all related paperwork has been submitted.

The County's Volunteer Insurance Program provides limited coverage should an incident occur during the course of performing assigned duties. Coverage includes medical expenses due to injury, death and dismemberment. Detailed information will be provided to each intern at the C-BEEP orientation session.



### BOARD OF SUPERVISORS

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Director of Personnel

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<http://dhr.lacounty.info>  
[interns@lacdhr.org](mailto:interns@lacdhr.org)



The County of Los Angeles is an equal opportunity employer and, upon request, will provide reasonable accommodations for qualified individuals with disabilities.



# C-BEEP INTERNSHIPS

**Community-Based  
Enterprise  
Education  
Program**



## C-BEEP Internship Program

The County of Los Angeles' Community-Based Enterprise Education Program (C-BEEP) was unanimously adopted by the County's Board of Supervisors in 1996, and is administered by the County's Department of Human Resources, under the direction of Michael J. Henry. Qualified students are placed as interns in County departments to conduct research projects and perform job assignments.

The purpose of C-BEEP is threefold:

- to broaden a student's understanding of civil service and the role that local government plays in the betterment of community life;
- to prepare students to enter the workforce; and
- to afford County departments the opportunity to continue to provide quality service to the County's vast population.

C-BEEP is a unique program, combining volunteerism, education, job experience and government service. The County benefits from the work, enthusiasm and "fresh ideas" of students. Interns, who are the major benefactors of the program, gain insight into civil service and are offered an opportunity to apply their specific field of study in a "real" work environment, while earning college credits.

Universities have the opportunity to offer their students "on the job" training with a non-classroom assignment.



### County of Los Angeles Department of Human Resources

The Department of Human Resources (DHR) administers C-BEEP and specifically:

- Serves as liaison between the County, universities and students.
- Attends career/internship fairs to recruit interns.
- Prescreens candidates to ensure their eligibility for C-BEEP.
- Maintains and updates a master file of County internship opportunities.
- Coordinates and notifies County departments of internship fairs.
- Tracks C-BEEP interns, using an internal database program.
- Conducts bi-weekly orientation sessions each semester/quarter.
- Conducts work site visits to gain feedback from students.
- Collects evaluation forms from program participants.
- Audits internship records to ensure compliance with program requirements.
- Monitors productivity gains, cost savings and/or enhanced County services.

'Students are able to learn how local government works, and in turn, the County benefits from their participation.' C-BEEP is a unique opportunity for interns to gain meaningful work experience within their specific fields of study, which will make them more competitive in the workforce.'

— **Michael J. Henry**  
Director of Personnel  
County of Los Angeles

## County Departments

County departments agree to:

- Designate a departmental coordinator to serve as liaison with DHR.
- Attend career/internship fairs to recruit interns.
- Develop quality projects and assignments that afford meaningful work experience.
- Notify DHR of students who accept internships.
- Select, supervise and evaluate interns.
- Provide interns with office space, parking and equipment to perform their assignment.
- Notify their departmental volunteer coordinator of hours worked by interns.
- Provide copies of final work product to DHR.
- Complete intern evaluation forms provided by DHR at the semester's end.

## County of Los Angeles Strategic Plan



### County Vision

Our **purpose** is to improve the quality of life in Los Angeles County by providing responsive, efficient and high quality public services that promote the self-sufficiency, wellbeing and prosperity of individuals, families, businesses and communities.

Our **philosophy** of teamwork and collaboration is anchored in our **shared values**:

- **A can-do attitude** – we approach each challenge believing that, together, a solution can be achieved.
- **Accountability** – we accept responsibility for the decisions we make and the actions we take.
- **Compassion** – we treat those we serve and each other in a kind and caring manner.
- **Commitment** – we always go the extra mile to achieve our mission.
- **Integrity** – we act consistent with our values.
- **Professionalism** – we perform to a high standard of excellence.
- **Respect for diversity** – we value the uniqueness of every individual and their perspective.
- **Responsiveness** – we take the action needed in a timely manner.

Our **position** as the premier organization for those working in the public interest is established by:

- A capability to undertake programs that have public value.
- An aspiration to be recognized through our achievements as the model for civic innovation and a pledge to always work to earn the public trust.

### County Mission

*To enrich lives through effective and caring service*

### Strategic Plan Goals

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| 1. Service Excellence           | 5. Children and Families' Well-Being |
| 2. Workforce Excellence         | 6. Community Services                |
| 3. Organizational Effectiveness | 7. Health and Mental Health          |
| 4. Fiscal Responsibility        | 8. Public Safety                     |

Dirk Hahn | Tomo S. Dale | Dr. Yoshiaki | Joe Hahn | Michael E. Alvarado  
Superior Pest Control | Superior Security Services | Superior Fire Control | Superior Health Care | Superior Air Control



**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 \_\_\_\_\_ for consideration of early internship fairs to:

Department of Human Resources  
3333 Wilshire Blvd., Suite 1000  
Los Angeles, CA 90010  
(213) 639-0940 FAX  
Attn: C-BEEP Staff