

| ACADEMIC INTERNSHIP PROGRAM DATABASE | | | | | | | | | |
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| The following unpaid/course credit Internship projects are available. To search by "Key Word", please press Ctrl-F. Applicants who meet program requirements may be invited for an interview in order to assess their ability to perform the duties of the internship. | | | | | | | | | |
| Please visit our Website to verify your eligibility: http://hr.lacounty.gov/careers/internships/ . If you feel that you are qualified and wish to be considered for any of the Internships, please identify 2-3 projects and follow the following link to apply: Click Here | | | | | | | | | |
| Project # | Project Title | Project Description | Possible Major | Critical Skills | Location | Department | Not Active (Need to update to view) | AP Staff Use Only - Do not include on AP Website | |
| 411 | Architectural Intern | The work will include conceptual design, schematic design, design development and construction documentation preparation. | Architectural Design | Strong oral and written communication skills; present solutions to problems | Department of Public Works 1000 S. Fremont Alhambra, CA 91803 | Public Works | | | |
| 654 | Consumer Protection Counselor | Counseling consumers on the telephone and in person, concerning landlord/tenant, credit, retail sales, automobile purchases, false advertising, repairs and many other consumer issues. | Consumer Science/ Affairs, Business Law or Paralegal Studies majors are desirable. | Excellent customer service skills and interest in working with the public in consumer protection. No previous experience required. | Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012 | Consumer & Business Affairs | | | |
| 655 | Investigative Intern | Interviewing and providing information to the public, investigating, mediating and resolving routine consumer complaints, researching and understanding statutes as they apply to consumer complaints, and organizing and prioritizing assignments. | Excellent customer service, networking, interpersonal and analytical skills. Candidate must also be self-motivated, dependable and able to perform multiple tasks under time constraints and with minimal supervision. Bilingual skills are a plus but not required. Consumer Science/MBA, Law, Administration of Justice, Business Law, Public Administration or Paralegal Studies majors are desirable. | Ability to interview consumers, learn and apply relevant consumer laws. Active listening skills. | Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012 | Consumer & Business Affairs | | | |
| 657 | Small Claims Court Counselor | Counsel litigants about Small Claims Court matters including, case preparation, service of process, appeals and collection of judgments. | Excellent customer service skills and interest in working with the public in Small Claims Court matters. Law, Business Law or Paralegal Studies majors are desirable. | Ability to interview litigants, learn and apply relevant civil laws. Active listening. | Department of Consumer Affairs 500 West Temple Street Room B-96 Los Angeles, CA 90012 | Consumer & Business Affairs | | | |
| 718 | Commission for Women - Status of Women in Los Angeles County 2008 ID | The purpose of this report is to gauge how women in Los Angeles County have progressed since the last report in 2008 in several areas: health, economic equality, education, housing and poverty, gender equity and domestic violence. STATUS REPORT OUTLINE for Interim Report No. 718 INTRODUCTION 1. Mission Statement 2. Committee 3. PRESIDENT'S INTRODUCTION 4. DOMESTIC VIOLENCE 5. Sexual Assault Crimes 6. Building a Community Response 7. Funding for DV Crisis Shelters & Service Providers 8. Mental Health & Wellness 9. ECONOMIC / GENDER EQUALITY 10. Equal Pay 11. Livable Wage (minimum wage in California) 12. Grassroots efforts on women in political positions and top management positions in the County) HEALTH CARE 1. Healthcare Reform and Legislation 2. Health Insurance for Women by Ethnicity and Federal Poverty Level 3. HIV & AIDS (in women) 4. Cervical Cancer Prevention and Treatment (and the Human Papillomavirus (HPV) and the HPV vaccine) 5. Healthy Family - Fight Against Child Abuse OLDER WOMEN'S ISSUES 1. Growing Diverse Older Population 2. Older Women as Caregivers and Wellbeing 3. Social Status (Women being old, minority and poor) 4. Healthcare and legislation EDUCATION 1. Sexual Harassment & Dating Violence (Education and Prevention) 2. Money for Minority School Districts 3. Nutrition / Physical Activity in schools 4. Women in Higher Education | The Intern should have an awareness and interest in women's issues; be able to research to find statistics in various areas; and ability to work on their own with minimal direction. Possible majors include Communications, Journalism, Public Administration, Women's Studies or related majors. | Ability to draw conclusions from research conducted and prepare a report for approval by the Commission for Women and the Board of Supervisors. | Executive Office of the Board of Supervisors Commission for Women Room B-50, Hall of Administration 500 W. Temple Street Los Angeles, CA 90012 | Executive Office of the Board of Supervisors | | | |
| 751 | Application End-User Support | Technical support for the custom business applications developed in house or implemented as commercial software. | At least one year's experience assisting technical personnel in performing work related to the planning and implementation of operational systems. A strong analytical, logical and organizational capability. College courses related to one of the following: Business and/or Management, Application Development, Information Technology. | Ability to listen perceptibly and ask pertinent questions in order to make recommendations for problem solutions. Ability to identify and trouble shoot problems experienced by end users. Able to follow procedural and logical thinking needed to identify problems in the shortest time possible. Interns must have a high level of analytical skill, good to excellent written and verbal skills. College courses in business communication and/or English. Independent researcher in the development of data processing standards, solutions and procedures. | Department of Public Social Services 14714 Cerniglia Road Norwalk, CA 90650 | Public Social Services | | | |
| 837 | Dietetic Rotation | This project will provide the unique opportunity to work in a large, institutional environment gaining supervised experience in the areas of administration, clinical, and community nutrition. Students will gain the ability to liaison with doctors and/or health care workers, and patients. Students will gain the skills to develop diets for patients based on their health condition, provide nutrition education, quality assurance by inspecting meals prepared in correctional facilities, and to check that meals are providing the correct nutrients. Students will conduct in-service training regarding topics such as: medical diets, food safety and sanitation, and state/government nutrition guidelines. This program follows the guidelines of the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (ADA). This experience is accredited towards the 900 hours of supervised practice within an academic program preparing students to be Registered Dietitians (RDs) to take the California State Board Exam. | Enrollment in a college that is approved by the American Dietetic Association Commission on Accreditation for Dietetics Education. The major must be in the science of Nutrition. | Demonstrates critical thinking and decision-making abilities in assessment, treatment planning, and evaluation, and is able to combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality nutrition care to a diverse community. | Los Angeles County Sheriff's Department Food Services Unit 450 Baurdet Street, Room #B515 Los Angeles, CA 90012 | Sheriff | | | |
| 892 | Architectural A/E/Architectural Intern | Internship will cover numerous projects encompassing important areas of County capital projects, building renovation and additions. Projects range from stand alone buildings to site work, exterior cladding, interior remodeling/renovation, facility studies, field surveying, to design and drafting. The work will include conceptual design, schematic design, design development, construction documentation preparation, and construction support documents. Work will also include updating and maintaining product and detail libraries. | Basic knowledge of architectural design and AutoCAD preferably proficient in the latest version of AutoCAD. Minimum requirement is a 1st year architecture student enrolled in one of our partner universities. Must have a keen interest in building survey, systems architecture, building science and technology, agency requirements and an analytical approach to architectural design. Must also be able to keep a consistent work schedule. | Must be analytical and have attention to detail. Must be able to communicate/prepare solutions and problems, verbally or by e-mail to staff. Experience and knowledge of rendering work will be advantageous. | Department of Public Works 1000 S. Fremont Avenue Alhambra, CA 91803 | Public Works | | | |
| 905 | Enterprise Project Delivery Division- CIS | Assist in developing, testing, and implementation of new MS Access enhancements to an existing ELS invoice tracking application. Assist in the implementation of new new hardware and software installation. Additionally, this position requires the use of standard Project Management Institute methodologies and processes as used to support IT Lab projects. | Education within the information systems/technology discipline, familiarity with basic business education courses to include Project Management skill sets. | Business and Systems Analysis skill required, familiarity with the concept of "Strategic Thinking (Edward de Bono) is nice to have, but not required, should be able to easily acquire new concepts and the use of new software. | Department of Health Services Health Services Administration IT Enterprise Project Delivery Division 1818 Figueroa St., 6th Floor West Los Angeles CA 90012 | Health Services | | | |
| 920 | GIS and Electronic Content Management (ECM) Support | Project includes the process of digitally capturing and categorizing new and existing large format maps and documents. This is related to a new ECM Project and integration with current processes and tying in geospatial components. Involves scanning and georeferencing large format documents as well as support for metadata creation, data retention, output and format policies. Spatial information will be attributed and placed in various GIS databases and candidate will assist personnel in ongoing integration of plot ECM system to Department staff. | geography, planning, GIS, and information systems | Candidates must have basic knowledge of math, geography, and computers, and demonstrate strong interests in Urban Planning, GIS, Land Management, or Information Technology. A working knowledge of mapping software such as ArcMap, ArcGIS Server or Google Earth is strongly desirable. Students majoring in geography, planning, GIS, and information systems would be the best candidates. A working knowledge of ArcGIS software and ability to think logically and apply GIS concepts is desirable. | Department of Regional Planning 120 W. Temple Street, Room 1101 Los Angeles, CA 90012 | Regional Planning | | | |
| 928 | Graphic Design Intern | A Youth Identity Theft Prevention Website aimed at educating young people about ID theft. Content will be set in a "classic detective" theme. Project hours are flexible. Some work may be completed out of office. | Preferred candidates should be majoring in graphic arts, graphic design or related majors | Should have the ability to implement a strategic plan for graphics and design. Create youth-friendly campaign brand and icons. Should also have the following abilities: • Adobe Dreamweaver, Illustrator and Photoshop • Standards-compliant markup (HTML and CSS) • Ability to make Web-optimized icons and images • Knowledge of other design software a plus • Ability to work as a team with a web developer | Department of Consumer Affairs 500 W. Temple St., Room B-96 Los Angeles, CA 90012 | Consumer & Business Affairs | | | |
| 936 | Inspection-Partnership | Interns will be assigned to one of sixteen district offices located Countywide and be an apprentice to a field inspector. Interns will observe and learn the tasks and duties of a journeyman level field inspector and have opportunities for hands-on practice. As prospective future Environmental Health applicants, interns will become familiar with the scope of inspections and duties expected of a new hire, entry-level inspector. Interns for this project will experience the following: 1. Review of policies 2. Environmental Health inspection tools 3. Housing and food official inspection reports (HMR/FDR) 4. Public interaction (customer service), and 5. Field visits | Environmental & Occupational Health, Public Health, or Health Science preferred, but not required. | Interested students should have good organizational skills; attention to detail and be self-motivated. Must possess effective oral and written communication skills. | Department of Public Health Various offices located Countywide | Public Health | | | |
| 942 | Community Health Education and Health Promotion (Revised) | Duties include directly assisting with: assessing public health education needs; planning, implementing, and evaluating public health education interventions and activities; assessing, designing, and testing health-related materials and messages; conducting community outreach and trainings; tracking types of outreach materials distributed and linking internal and external stakeholders with health education consultation services. The Graduate Health Education intern is placed within the Health Education Unit of the Area Health Office. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Interested graduate students should possess excellent organization, written and oral communication skills, exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence based practices, and be knowledgeable of Microsoft Office software applications. | Generating or assessing solutions; clarifying or critiquing health education information and materials; generating program ideas for hard-to-reach populations. Excellent oral and written communication skills. Other languages preferred but not required. Knowledge of biostatistics and research design methods. | Department of Public Health SPA 7 Area Health Office Whittier Public Health Center 7643 S. Painter Avenue Whittier, CA 90602 or SPA 8 Area Health Office Curtis Tucker Health Center 123 W. Manchester Blvd. | Public Health | | | |
| 949 | Women's Health Data Projects | Assist with a variety of women's health data projects for the Office of Women's Health including: 1. Participating in the planning, development and production of the Health Indicators for Women in Los Angeles County data report. 2. Developing health briefs on a variety of health topics relevant to Women's Health. 3. Compiling data sources and reports for the OWH Women's Health Data webpage. 4. Performing data analysis on existing databases with the goal of evaluating programs and providing information for future program planning. | Epidemiology and/or biostatistics major; Experience with SAS; Experience with reviewing and interpreting data; Knowledge of women's health issues is a plus. | Good understanding of Epidemiology and/or Biostatistics principals. Attention to detail. Generating or assessing solutions. | Department of Public Health Office of Women's Health 3400 Arroyo Avenue El Monte 91731 | Public Health | | | |
| 967 | Community Based Infectious Disease Prevention | As part of the AZDC Planning and Evaluation Unit, the intern will assist in implementing and evaluating collaborative community based infectious disease prevention projects. Activities may include assisting with focus groups and field based data collection, community outreach and education, attending coalition meetings, conducting internet research, and making follow up telephone calls with community stakeholders. | Commitment to social justice, addressing health disparities, improving health, living, and working conditions of diverse communities required. Major in social sciences (anthropology, sociology, etc.) ethnic studies, health, social welfare, or education desired. | Ability to think critically about social, cultural, economic, institutional, and other barriers and facilitators for community health; appreciation of cultural diversity and the importance of community resiliency and community organizing for health. Effective oral and written communication; bilingual (Spanish/English) desired but not required. | Public Health, Acute Communicable Disease Control (ACDC) Program 1313 N. Figueroa Street, Room 112, Los Angeles, CA 90012 | Public Health | | | |
| 968 | Health Communications Intern | Duties may include one or more of the following: developing, revising, testing and translating health messages used in print materials, presentations, training materials, websites, and/or social media channels. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Communications. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Communications. Ability to identify, analyze, and revise health education information; generate communications strategies for diverse populations. At least one health behavior theory or communications course, and at least 3 months of writing, training, or communications experience; ability to apply health literacy and plain language principles. Bilingual proficiency is preferred. Knowledge of quantitative methods including survey design and qualitative research methods including focus group testing and key informant interviews are preferred. | Public Health/Quality Improvement Division/Health Education Room 600 S. Commonwealth Ave. Los Angeles, CA 90005 | Public Health | | | |

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| 969 | MCAM Research, Evaluation and Planning Internship (Revised) | The Center of Health Analytics (COHA) at the University of California, Los Angeles (UCLA) is seeking highly motivated students to provide support for various projects related to research, evaluation, planning and policy development. The projects are: <ul style="list-style-type: none"> Support the implementation of the survey projects. Specific duties include reviewing the survey tools, conducting phone interviews, and tracking program progress. Assist with MCAM research data dissemination to MCAM stakeholders and community partners. Assist with MCAM research data analysis and visualization. Assist with conducting focus groups to explore feedback to inform program design and implementation. Specific duties include outreach and recruitment of focus group participants, collecting and analyzing focus group feedback and writing recommendations to program implementation. Assist with conducting literature reviews on MCAM-related topics. Assist MCAM staff with generating and conducting data reports and dashboards. Assist MCAM staff with generating and conducting data reports and dashboards. Assist with MCAM staff in designing and developing health education and program materials incorporating evidence-based health literacy practices. Assist with MCAM staff in designing and developing health education and program materials incorporating evidence-based health literacy practices. Assist with MCAM staff in designing and developing health education and program materials incorporating evidence-based health literacy practices. | College students interested in a career in public health or graduate students in public health related fields. Preferred but not required: Experience conducting research, evaluation, planning and policy development. Basic knowledge of Epidemiology and research design. | Generating or assessing solutions, carrying or critiquing health information and materials, generating program ideas for hard-to-reach populations. | Department of Public Health, Maternal, Child & Adolescent Health Programs (MCAH) - Research Evaluation & Planning (RECP) Unit 600 South Commonwealth Ave., Suite 800, Los Angeles 90005 | Public Health | |
| 986 | Evaluation Intern-GRAD | The Health Education Administrator (HEA) of the Department of Public Health promotes health through effective health education communication, an empowered health education workforce, and successful partnerships. As a result, HEA manages several department wide initiatives including dissemination of information through the REACHED initiative, workable websites for ADOE employees, coordinating ongoing requests through the Speaker's Bureau, ensuring the quality of departmental educational materials, and conducting plain language training. Each activity produces data that is used to identify areas of improvement and evaluate the overall effectiveness of HEA activities. HEA seeks an Evaluation Intern to support HEA's evaluation efforts. Duties may include one or more of the following: developing data gathering tools (e.g. online surveys, focus group guides), building databases using Access or other software; entering and cleaning up data; analyzing data using statistical software and methods; writing reports based on resulting data, and reporting results to key stakeholders. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Epidemiology/Biostatistics. Interested graduate students should possess excellent written and oral communication skills, strong organizational ability, great attention to detail, skills to work both independently and in team settings; ability to conduct and implement research in evidence-based practice; and intermediate to advanced skills in Microsoft Office software applications (Word, Excel, PowerPoint, Publisher and Access); ability to use Geographic Information System (GIS) applications is preferred. | Ability to interpret quantitative statistical analysis and develop evaluation reports. | Department of Public Health (DPH) Quality Improvement Division / Health Education Administration (HEA) 600 S. Commonwealth Ave., 7th Floor, Los Angeles, CA 90005 | Public Health | |
| 992 | Headquarters Culinary Rotation | This project will provide the unique opportunity to work at the Sheriff's Headquarters (SHQ) cafeteria providing breakfast, lunch, special catering events and beverage service to employees, as well as guests and visitors. The employment will allow you to gain cultural administrative skills, food safety knowledge, experience culinary industrial-sized machinery, food presentation skills, create and/or present menu ideas as well as work with standardized recipes. You will also be able to liaison with members of the Sheriff's department, line cooks, dietitians and other kitchen personnel. By completion of your internship, you should be able to prepare food for large parties, be knowledgeable of HACCP regulations, and have built management skills necessary for hospital, hotel, government, and catering agencies. You will be able to use industrial culinary equipment, present food in an appetizing, eye appealing manner, you will also be able to standardized and create recipes for menu selection. | Enrollment in a college that is an approved partner with the Academic Internship Program. Hospitality or culinary art majors with at least one year of educational training. Interns are expected to be open minded, willing to learn, have enthusiasm, work well with others, and possess a good work ethic. | Demonstrates critical thinking and decision-making abilities in time management, menu planning, employee evaluation, and combine academic training, practical experience, critical thinking, information technology, and problem-solving skills to provide quality food production. | Los Angeles County Sheriff's Department Food Services Unit 450 Bauheer Street, Room #E15 Los Angeles, CA 90012 | Sheriff | |
| 995 | Veterinary Public Health Project for MPH Students | The intern will choose a topic within the interaction of human and animal health. In discussion with their supervisor and their college advisor, the intern will write a thorough 3-5 page proposal on their research topic and anticipated phases of work for the summer. Work may either expand on ongoing projects or may be new work. All projects will include literature reviews and writing. Projects may also include survey design and implementation, data analysis, report writing, educational materials development, and in-person presentations. | Students in Master of Public Health programs preferred. | Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals). Must have excellent writing skills. Intern may participate in drafting reports, brochures, web site content, and presentations. Audiences may include both the public and for public health professionals. Intern will typically generate first drafts which will be edited by the program. Intern must be willing to edit and refine work. Opportunities for the intern to present material orally to other public health professionals will be arranged. Basic statistics and SAS training desirable. | Department of Public Health Program 313 N. Figueroa St., 8th Floor Los Angeles, CA 90012 | Public Health | |
| 1007 | Public Health Emergency Preparedness/Logistics Section | Prepare the Department of Public Health to activate their Logistics Section during public health emergencies. Do so by assessing gaps in current logistics section plans and identifying areas for improvement. Develop grant funding proposals. Propose improvements to the current logistics section plan, develop a project timeline, and manage the project from inception to completion. If time permits, evaluate how effective the developed tools are in assisting staff understand the roles and responsibilities of logistics, and develop simple guidelines for staff to follow. | At least a senior level with a major in Public Health, Health Sciences or related field with emphasis in Community Health, Environmental Health, Occupational Health, and/or Health Administration | Good computer skills in MS Office skills in Excel, Word, and PowerPoint. Analyze important aspects of training information and translate it for logistics section staff to understand. Ability to work within the framework of departmental procedures and policies. Ability to strategize, develop, and manage a project | Public Health Office of Administrative Deputy 1555 Ferguson Dr., Room #310 Compton 90022 | Public Health | |
| 1013 | Health and Safety Assistance Intern | Intern will assist with the provision of the Health and Safety program to department employees. This unit develops, implements, and maintains various programs in health and safety and is a resource to DMH employees for all health and safety related issues. Duties include assisting the Safety Officer with researching and developing OSHA mandated programs and activities, OSHA 3050. Other projects will include assisting the Health and Safety Coordinator with conducting and reviewing facility inspection surveys to identify hazards and recommend courses of action, as well as conducting ergonomic evaluations and making recommendations. | The candidate should be pursuing a degree of Bachelor of Science Degree in Environmental and Occupational Health, Industrial Hygiene, Safety Engineering, and Loss Control/Recreation. | Candidates should have the ability to quickly understand new concepts, speak on the telephone and meet face-to-face with people. Should be comfortable taking for assistance when needed. | Department of Mental Health 550 S. Vermont Ave., 7th Floor Los Angeles 90005 | Mental Health | |
| 1015 | Law Enforcement Intern | The program is designed to give participants a realistic view of the duties of a law enforcement officer. Participants are assigned to Compton Station and are exposed to a multitude of areas including Property and Evidence and Detective Bureau. | College-level senior majoring in Administration of Justice or related field, with approval of the instructor of record at school. Prospective applicants must be willing to undergo and pass a standard level security clearance and interview for acceptance. | Students are required to complete an in-depth analysis of the duties of a station detective bureau and how they apply to lessons learned in the classroom. | Sheriff's Department Walnut/Ontario Bar-Sheriff's Station 21995 E. Valley Blvd. Walnut 91789 | Sheriff | |
| 1016 | Workforce Development - Graduate Student | Duties include directly assisting with planning, implementation, and evaluation of classroom- and web-based training programs aimed at increasing department staff skills on public health policy and evidence-based practice, leadership, and emergency preparedness; assisting with the coordination of department-wide science conference activities; development and dissemination of related materials, training opportunities, and resources for department staff; assistance in updating/maintaining current internet websites; assisting in teaching opportunities for ODT training; assisting in networking with various MPH programs from other schools to promote Public Health and LA County data management and analysis such as entering paper course evaluations and test scores into Excel database and transfer electronic test scores into Excel spreadsheets or access databases; create outlines for course evaluation letters as well as other evaluations, surveys and tests; assist in developing online surveys and other duties as assigned. The graduate-level intern is placed within the Public Health Training Unit, Leadership Training Unit, Technology Unit, or Emergency Preparedness Training Unit. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education, Community Health Education, or Epidemiology/Biostatistics. Interested graduate students should possess excellent organizational, communication, and interpersonal skills, exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications. | Generating or assessing solutions; ability to read and interpret evidence-based scientific articles to support program activities; ability to multitask; ability to understand the systems-level of public health in a complex and diverse organization such as LA County; review current policy and assist in developing new policy development systems for organizing, coding and reporting on learning-related data; ability to coordinate and facilitate training; understand emerging health trends and their impact on the community; creation of surveys and evaluation tools to assess ODH workforce needs. | Public Health Office of Organizational Development and Training 600 S. Commonwealth Ave., 7th Floor Los Angeles, CA 90005 | Public Health | |
| 1017 | Veterinary Public Health Internship for OVM or VMD 4th year students | Externs will learn about a wide variety of aspects of the field of veterinary public health and zoonotic control. Externs will be provided with materials and learning goals, and will be required to take part in a variety of tasks. Tasks may include assisting in animal disease outbreak investigations, writing up draft reports and educational handouts, calling members of public about West Nile virus test results on dead birds that they reported in, and much more. Near the end of the month, the participant(s) will choose a topic within the interaction of human and animal health and presenting to veterinarians, physicians and others in the department. | Potential candidates must be in their 4th year of enrollment of a college of Veterinary Medicine. | Literature synthesis. Prioritization of subject matter for analysis and reporting. Understanding variations in approaches for different audiences (general public vs. professionals). | Public Health Veterinary Public Health Program 313 N. Figueroa St., 8th Floor Los Angeles, CA 90012 | Public Health | |
| 1020 | Planning/Landscape Architectural Auditorium | Internship will cover the design of beneficial and/or pollinator hedgerows for a developing farm landscape at the Pithcus Detention Center. The borders of each crop field will be developed into hedgerows that will attract and support a wide variety of beneficial insects and birds. Some research and design development will be required to optimize draft up, irrigation, developing planting procedures and researching wildlife deterrents. The work will include surveying and documenting area of scope, conceptual design, development documents and development of a materials list and obtaining quotes. Prospective interns will be required to successfully pass a security clearance background check prior to the start of the internship. More information can be found at: http://cplp.org/wp-content/uploads/2013/07/Hedgerow_manual.pdf | Basic knowledge and access to AutoCAD and one of the following fields of study: landscape design, architecture or agriculture. Intern should be a 3rd year architecture, landscape architecture or agriculture student, or enrolled at one of our partnered universities. Candidate may work from home after initial orientation is completed, but will be required to make weekly reports to the Department contact. | Must be analytical and have attention to detail. | Sheriff's Department Pithcus Detention Center 29330 The Old Road Castaic, CA 91384 | Sheriff | |
| 1023 | WDACS Academy/Staff Development Intern | An intern is needed to assist the WDACS Training Academy with the planning, implementation, delivery and evaluation of department-wide training programs and curricula. Tasks include: <ul style="list-style-type: none"> Assist in developing training needs questionnaires utilizing assessment instruments such as, Survey Monkey and other internet resources, information gathered from management, audit reports, and departmental training files. Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify proficiency and training needs. Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio-visual equipment and venue. Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy on Equity, Performance Evaluations, and Customer Service. Assist in managing skill-based and mandated training programs by researching educational institutions and other sources for course information and availability. Assist in scheduling of employee training sessions by utilizing the Countywide Management System in accordance with established County policy and procedures. Assist in conducting classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum. | Behavioral or Social Sciences majors. | Must possess a advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral and written communication skills, and advanced written communication skills. | Workforce Development, Aging and Community Services (WDACS) | WDACS | |
| 1028 | ORCHID (Online Real-Time Centralized Health Information Database) | Interns will assist in the development of communication strategies and tools that will educate the DHS employees and patients on the ORCHID project. Duties include: <ul style="list-style-type: none"> Creating a comprehensive campaign to inform DMH employees and patients about the ORCHID project. Developing internal and external ORCHID marketing materials (e.g. posters, hand-outs, and banners) Developing internet contact (including social media content) to increase awareness of the ORCHID project | Must currently be an undergraduate or graduate student in the following program: Public Relations, Marketing, Journalism, Communications, Public Health, Public Health Administration or other related majors. | Attention to detail; ability to work in a team environment; good organizational and presentation skills; and a strong familiarity with social media sites (i.e. Facebook, Twitter, etc.) | Health Services 1237 N. Mission Road Los Angeles, CA 90033 | Health Services | |
| 1030 | County of Los Angeles Forestry Technician Internship | A successful internship candidate will perform routine fieldwork and assist in the day-to-day maintenance and/or completion of related resource projects. Supplementary duties may include coordination with stakeholders in preventing conservation education programs, oak tree monitoring, preparing Fire Weather Danger reports, and submitting Environmental Impact Report responses to achieve goals and objectives as directed. | Candidates for this internship must be in their junior or senior year of undergraduate study leading to a Bachelor Degree in a Forestry related field. | Must have the ability to accurately define problems and sort through the complexities by distinguishing important or relevant issues from the key components. Must be able to express facts and ideas in a written manner that is clear, organized, and appropriate for the purpose and audience. Communication skill needed to attain a Bachelor's degree. | Los Angeles, CA 90020 | Fire | |
| 1032 | Program and Policy Development Unit Intern | The SPA 5 and 6 Area Health Office is looking for an energetic Public Health Intern to support the Program and Policy Development Unit of the Area Health Office. In this role, the Public Health Intern will support the unit's community engagement and workforce development functions, as well as provide administrative support. Duties of the position are but not be limited to: assisting with planning, coordinating, facilitating, and/or evaluating staff meetings and/or trainings; conducting research and literature reviews; assist with support policies; investigate and create resource kits; support public efforts in conducting relevant local and statewide policies; assist Health Education staff with creating health education/outreach material; assisting with community outreach events as needed. | Must currently be a student in a Master's Degree accredited program of study with specialization in Public Health or equivalent. Interested students should possess excellent organizational, communication, and interpersonal skills, exhibit dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications (Word, Excel and Access) is strongly preferred. Candidates must be analytical, resourceful, and detail-oriented. Possible majors can include, but are not limited to: Public Administration/Policy, Communications and Emergency Management. | Generating or assessing solutions; generating program ideas for hard-to-reach populations. | Department of Public Health SPA 5 & 6 Area Health Office | Public Health | |
| 1038 | Office of Emergency Management Intern | The Los Angeles County Chief Executive Office of Emergency Management is looking for energetic self-starters to provide multifaceted support to the Office of Emergency Management. Under the direction of the Assistant Administrator, the ideal candidate will be responsible for assisting in the development of emergency management plans, programs and annexes, in the research and development of Requests for Proposal (RFPs) and Statements of Work (SOWs), as well as work with the social media coordinator to design innovative campaigns and strategies to increase community awareness and disaster planning and preparedness. Candidate will interact with community groups, multiple County departments and various committees. This project is ideal for someone looking to understand the role and functions of emergency management from a regional perspective. Additional duties include: <ul style="list-style-type: none"> Support the budget and grants section to research additional funding opportunities. Assist in the establishment of public-private partnerships. Brainstorm fresh social media content ideas. Assist with the development of training and exercises. Attend meetings and provide support in the implementation of the Countywide Continuity of Government Operations Plan used to continue services during/after a disaster. Proof read and organize files. Generate office files, meeting planning and note taking. | Ideal candidate will be highly motivated, flexible, and have a primary interest in emergency management. Additionally, candidates must be well-organized, understand and apply grammar rules and principles; effectively analyze problems, and come up with workable solutions with limited resources. Working knowledge of computers and related software applications such as Word, Excel and Access is strongly preferred. Candidates must be analytical, resourceful, and detail-oriented. Possible majors can include, but are not limited to: Public Administration/Policy, Communications and Emergency Management. | The candidate should possess strong analytical, cognitive, trouble-shooting, and problem-solving skills; and should be able to write and edit written material. The candidate should also be able to present both oral and written information in a poised, persuasive and professional manner. | Chief Executive Office Office of Emergency Management 1275 N. Eastern Ave. Los Angeles 90003 | Chief Executive Office | |

| Project # | Project Title | Project Description | Possible Major | Critical Skills | Location | Department | Not Active (Need to update) |
|-----------|--|---|--|---|---|--------------------------------|-----------------------------|
| 1074 | Elderly Nutrition Program | To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in the evaluation of qualified Elderly Nutrition Program (ENP) congregate sites to determine the Distinguish Site High Standards for excellence are met based on the following requirements: • Hospitality, • Helpful service, • Creating a comfortable, home-like setting for participants to enjoy while socializing with their friends, • Delicious healthy food, • As well as consistently meeting high standards for food safety. | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd, Suite 400, Los Angeles, CA 90010 | WDACS | |
| 1075 | Supplemental Nutrition Assistance Program (SNAP) (SNAP-Ed Program) | To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) by participating in data collection and the evaluation of the SNAP-Ed Program. | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences or taking classes to become a Registered Dietician. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd, Suite 400, Los Angeles, CA 90010 | WDACS | |
| 1076 | Title V SCEP | To gain experience through the County of Los Angeles, Area Agency on Aging (AAA) Title V Senior Community Service Employment Program (SCEP) by performing research at the Department of Labor (DOL) and California Department of Aging (CDA) SCEP policy for the development of AAA Title V SCEP Program Manual and other program-related documents. | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd, Suite 400, Los Angeles, CA 90010 | WDACS | |
| 1079 | Materials Management Intern | Working with materials management, interns will be able to develop efficient mechanisms for tracking and accounting requisition forms, create systems and procedures for employee onboarding and off boarding of various programs, and streamline/systemize internal operations and workflow within the department. Students will analyze and assess problems with current policies and suggest solutions for problem solving. As new and exciting changes are implemented in current practices, interns will gain insight into project development and program planning of supply and asset inventory. | Major in Public Administration, Business Administration, Facility Management, Engineering, or other related field. Baccalaureate | N/A | Public Health 5055 Ferguson Drive, Suite 3028 Commerence, CA 90022 | Public Health | |
| 1080 | Grant Fund Development Unit (Revised) | The Grant Fund Development Unit's (GFDU) mission is to support two 40 program offices in the Department of Public Health in the successful acquisition and implementation of grants. The GFDU is needed within the Department of Public Health's Administrative Services Division and works with program offices to bridge every aspect of administration in the grant lifecycle. By joining the GFDU team, students will have the opportunity to experience the development and planning of grant funded public health programs that will benefit the health and well-being of Los Angeles County residents. Working with the GFDU will provide an excellent opportunity to gain application process, policies and procedures of county contracting, as well as financial, logistical, and operational processes of the Department. Student will also have the opportunity to use best practices and evidence based research to improve and streamline the grant process. | At least senior level with a major in Public Health, Public Administration, Health Administration, Public Administration, Public Policy, Political Science, and/or English. Baccalaureate or Graduate | N/A | Public Health - Grant Fund Development Unit 5555 Ferguson Drive, Suite 3028 Commerence, CA 90022 | Public Health | |
| 1082 | Emergency Preparedness and Response Program (EPRP) Drafting | To develop flood defense training procedures that guide the Environmental Health Specialist to conduct restaurant vulnerability assessments and a curriculum that leads to ongoing department of labor (DOL) and California Department of Aging (CDA) SCEP policy for the development of AAA Title V SCEP Program Manual and other program-related documents. | Must have classes to demonstrate: Graduate student currently studying Environmental & Occupational Health, Public Health, or Health Science preferred. | Possess good organizational skills, be detail oriented on specific forms and reports and make recommendations on the completeness and accuracy of these. Experience in Microsoft Office software. Must possess critical thinking skills. | Public Health-Environmental Health 5055 Commerce Dr., Baldwin Park, CA 91706 | Public Health | |
| 1083 | Epidemiology study | The medical student will participate in an epidemiologic study of diseases of public health importance. This study involves data collection pertinent to the diseases being studied, literature searches, analysis of data and development of a report. Presentation of the report may also be expected. | Must be currently enrolled in a medical school and studied: Epidemiology or Biostatistics, Graduate | N/A | Public Health various LAC DPH locations. Student base will be Public Health Education for Physicians located at 241 N. Figueroa St., Los Angeles 90012 | Public Health | |
| 1084 | Commission for Women Research/Staff Assistant Intern | The Los Angeles County Commission for Women provides a nurturing environment for students who wish to pursue career or educational goals focused on work with women and girls in a variety of settings and with a range of challenges in areas such as healthcare, aging, veterans, faith-based, workforce, family and community. The intern will work closely with one or more Commissioners who will assist them in achieving the stated outcomes. | The interns should have an awareness and interest in women's issues. Be able to research to find statistics, various areas, and have the ability to work on their own with minimal direction. The interns must be a junior, senior or graduate level university student, majoring in Communications, Journalism, Political Science, Psychology, Public Administration, Sociology, Women Studies or related majors. | Excellent oral and written communication skills and ability to research and analyze research. Upon joining the program, interns must be able to provide their own transportation to and from the internship site. | Los Angeles County Commission for Women Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 372, Los Angeles, CA 90112 | Commission for Women | |
| 1085 | Housing for Substance Use Disorder Clients | The Los Angeles County Department of Public Health Substance Abuse Prevention and Control (SAPC) is responsible for administering the County's alcohol and drug programs. SAPC contracts with over 300 community-based organizations to provide alcohol and drug prevention, intervention, treatment and recovery services throughout Los Angeles County. The intern will be assisting in the development of a comprehensive plan for providing housing for individuals with substance use disorders. | Interest and experience in housing and/or substance use disorder services. Graduate level student enrolled in Public Health, Public Administration, Public Policy, Social Work and/or other Social Science programs. | Ability to conduct literature reviews, draw conclusions from research, analyze and think critically, and write clearly and concisely. | Public Health-Substance Abuse Prevention and Control 1000 S. Vermont Avenue, Bldg. 4-West, 4th Floor, Alhambra, CA 91803 | Public Health | |
| 1086 | Public Health Administrative Services/Statistics Intern | Assist in collecting and analyzing data, preparing charts and reports. Participate in studies and prepares reports, graphs and analyzes data on existing programs, conducts surveys, and studies. Tabulates, charts, and analyzes statistical data by making computations and comparisons. Process large amounts of data for statistical modeling and graphic analysis. Report results of statistical analyses, including information in the form of graphs, charts, and tables. Develop a understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate. Other duties as needed to ensure smooth operations of administrative services related matters | At least a senior level with a major in Statistics, Mathematics or related field with emphasis in SAS, Stata, SPSS and Graphical Design skills to create infographics and other graphically appealing data. Baccalaureate or Graduate | Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. | Department of Public Health - Administrative Services 5555 Ferguson Drive, Suite 3028 Commerence, CA 90022 | Public Health | |
| 1087 | Public Health Administrative Services Intern | Assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepares briefs, and write synopsis of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters. | At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills. | Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to manage projects, coordinate with stakeholders, and be open to constructive feedback. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper. Ability to research and conduct gap analyses, evaluate existing policies, and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements. SAS or SPSS skills are not required but recommended. | Department of Public Health - Administrative Services 5555 Ferguson Drive, Suite 3028 Commerence, CA 90022 | Public Health | |
| 1088 | Emergency Planning | Hollywood Mental Health Center is looking for an intern to learn about the administrative operations of a Department of Mental Health directly operated clinic. Under direct contact of the Program Head and Clinical Leads, the intern will assist with planning and implementing the building emergency disaster plan, analyze, evaluate, and offer suggestions on how to improve workflow processes in the clinic. | Risk Management, Business Administration, and related disciplines. | Adept in the use of Microsoft Word and Excel. Good communication and organizational skills. Basic knowledge of departmental policies and procedures. | Department of Mental Health Hollywood Mental Health 1224 North Hollywood Blvd., Los Angeles, CA 90028 | Mental Health | |
| 1088 | Public Health Administrative Services Intern | Assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepares briefs, and write synopsis of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters. | At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills. | Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to manage projects, coordinate with stakeholders, and be open to constructive feedback. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper. Ability to research and conduct gap analyses, evaluate existing policies, and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements. SAS or SPSS skills are not required but recommended. | Department of Public Health - Administrative Services 5555 Ferguson Drive, Suite 3028 Commerence, CA 90022 | Public Health | |
| 1091 | Public Health Administrative Services Intern | Assist in drafting forms, policies and procedures. Assist with special projects associated with Supply Chain Management, Grant Management, Facilities Management, Customer Service Improvement, and other administrative assignments. Identify problems and implement or recommend solutions. Proofread documents and other written work. Take notes, prepares briefs, and write synopsis of professional literature. Other duties as needed to ensure smooth operations of administrative services related matters. | At least a senior level with a major in Public Health Administration, Public Administration, Business Administration or related field with emphasis in administrative/management skills. | Good skills in SAS, Stata or SPSS. Good MS Office skills in Word, Excel, Access, PowerPoint, and Visio. Ability to work within the framework of departmental policies and procedures. Ability to evaluate and synthesize data, draw conclusions and formulate recommendations. Ability to meet and deal with the public and work with colleagues in a pleasant, professional, and courteous manner. Interns must have advanced writing skills and the ability to quickly learn and analyze complex concepts and articulate onto paper. Interns must have the ability to research and conduct gap analyses, evaluate existing policies, and observe current best practices. Analyze qualitative and quantitative data from collected evaluations to implement improvements. | Department of Public Health - Administrative Services 5555 Ferguson Drive, Suite 3028 Commerence, CA 90022 | Public Health | |
| 1092 | County of Los Angeles University | The County of Los Angeles employs 50,000 individuals in a wide variety of professions, ranging from executive manager to social workers to helicopter pilots. The County's Department of Human Resources (DHR) is responsible for recruiting, developing, and retaining this highly qualified, diverse workforce. In particular, the Workforce and Employee Development Division is responsible for Countywide training, succession and workforce planning, performance management, survey insight, data analysis, EQD, and organizational development programs. We are currently seeking interns to assist in the design, build, and implementation of a comprehensive County University. The intern positions will assist with one or more of the following: conducting research on local colleges/universities to build a searchable database; outreach to local colleges/universities to build relationships; conducting research on professional certification organizations (e.g., Society of Human Resources) to build a searchable database; researching MDDC courses and linking them to our competency model; building skills and compliance-based training materials (e.g., customer service, career development, America's with Disability Act, etc.); constructing communication materials to market and inform employees about the County University; building evaluation tools, analyzing data, etc. | Business administration, education, communication/technical writing/information design, marketing, advertising, database development, statistics/measurement, research methods, Adobe Illustrator, Microsoft Office Suite (Access, PowerPoint, Word, and Excel), Baccalaureate or Graduate | Analytical and problem-solving skills with the ability to quickly grasp new information. Set upon and present a workable solution or finished deliverable • written and oral communication skills to present ideas and concepts in a clear, comprehensive yet concise, easily understandable, and professional manner • drive to achieve while working independently or as part of a team • interpersonal skills to effectively build relationships and collaborate with a variety of employees and business partners on work assignments • research skills to compile information in useful formats and derive relevant findings on a range of topics by conducting primary and secondary research • Microsoft Access, PowerPoint, Word, and Excel skills | Department of Human Resources - Workforce and Employee Development Division 3333 Wilshire Blvd, Ste. 350 Los Angeles, CA 90010 | Human Resources | |
| 1093 | Community Environmental Risk Reduction | Providing assistance to staff in the development and execution of a community toxic risk reduction program aimed at evaluating and mitigating cumulative toxic risks in highly burdened communities. | Must be graduate level student attending one of the Academic Internship Programs (partnered with university/college, Biostatistics & Epidemiology) | 1. Assisting in the identification and prioritization of communities impacted by exposures to local, emissions and at a greater risk for cumulative health impacts. 2. Coordinating with local, state and federal environmental and health-related agencies to ensure effective use of resources and refinement of practices and policies impacting identification, prioritization and investigation of communities highly burdened by environmental pollutants. 3. Participating in meetings with internal staff, other DPH programs and external organizations. 4. Participating in outreach activities and assisting in the identification and development of educational materials related to toxic agent exposure that are the most appropriate for the health needs of the population. | Public Health - Environmental Health 5055 Commerce Dr., South Tower - 14th Floor, LA CA 90005 | Public Health | |
| 1095 | Healthy Aging | Assist with a variety of aging projects for the Office of Women's Health including: 1. Participates in organizing and building of the Los Angeles Alliance for Community Health and Aging (LAACHA) coalition. 2. Engages stakeholders in LAACHA. 3. Assists with planning and development of meetings and/or conferences; assists with communication strategies and communicating with partners. 4. Assists with variety of projects, tasks, and research related to healthy aging and women's health. 5. Assists/develops PowerPoints, material. | Possible majors include: Public Health, Gerontology, or Graduate | Organizational details; experience and knowledge in research and analysis; but not required. Ability to establish interdisciplinary connections, generate or assess solutions, and ability to communicate effectively with health leaders. Word, Excel, PowerPoint | Office of Women's Health (DWH) DWH Office - 1400 Akeropk Avenue, El Monte 91731 | Public Health | |
| 1096 | Climate Change | To maintain the delivery of the Climate & Health Workshop Series at four County locations through 2016 and to roll out the Department of Public Health's Climate & Health Initiative, the first phase of which is meetings with division directors to determine how to involve various DPH divisions in climate change work. The activities of this project meet strategic objectives laid out in the LACDPH's 2013-2023 Strategic Plan (Objective 1.4.1, see below) and LACDPH's Five Point Plan to Reduce the Health Impacts of Climate Change. | Graduate student currently studying Environmental & Occupational Health, Public Health, or Health Science preferred. | Possess good organizational skills, be detail oriented and self-motivated. Students must be familiar with Microsoft Office software. | Public Health-Environmental Health 5055 Commerce Dr., Baldwin Park, CA 91706 | Public Health | |
| 1098 | Recruitment and Selection Intern | Reviews and conducts research in HR policies/procedures on examinations to gain a thorough understanding of the examination process; Researches applicable Civil Service Rules and provides recommendations to increase efficiency of the recruitment and selection process; Prepare and develop examination bulletins and supported application for various Civil Service Exams; Reviews employee application to determine if applicants meet Minimum Selection Requirements; Analyzes, prepares and recommends a recruitment plan to assist qualified candidates to submit on-line applications; Researches, analyzes, contributes and implements examination processes; Provides assistance in conducting Job Analysis; Assists in the administration of oral exams; Assists in developing Appraisal of Promotability (AP) form and standards; Coordinates and monitors the AP process; Conducts research and analyzes data, and prepares reports on assigned projects; Works on special projects as assigned by the exam analyst. | Business Administration, Human Resources, Public Administration or related majors. Baccalaureate | N/A | Register-Recorder/County Clerk 12400 E. Imperial Hwy., Room226 | Register-Recorder/County Clerk | |

| Project # | Project Title | Project Description | Possible Major | Critical Skills | Location | Department | Not Active (Need to update) |
|-----------|---|--|---|--|---|-------------------|-----------------------------|
| 1099 | Dietetic Internship Project | To allow students from Dietetic Internship Programs to obtain observational and practical experience in applied Dietetics & Nutrition Services at DPH facilities and/or programs. Students will attend meetings with Program Analysts of the Nutrition and Physical Activity Program and understand the basic guidelines of policy, systems, and environmental change related to obesity and chronic disease prevention; understand the organizational structure, goals, mission statement of the Los Angeles County Department of Public Health, Nutrition and Physical Activity Program staff on federally funded nutrition assistance programs; provide an evidence-based nutrition report on emerging public health nutrition topics; understand the Academy of Nutrition and Dietetics/CDR Code of Ethics for the Profession of Dietetics and Process of Consideration of Ethics Issues. | Completed didactic courses in dietetics and nutrition accepted into a coordinated or didactic dietetic internship program | Show initiative and proactively develop recommendations to improve community-based programs; perform self-assessment, develops goals and objectives and prepares a draft portfolio for professional development; applies evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and other areas of dietetic practice. Demonstrates effective communication skills to community members (e.g. oral, print, visual, and electronic); delivers respectful, science-based answers to community members regarding food and nutrition. Conducts community-based food and nutrition program outcome assessment/evaluation; participates in community-based research. | Public Health 3530 Wilshire Blvd, Suite 800, Los Angeles, CA 90010 | Public Health | |
| 1100 | Aging Services Intern | Adult Protective Services (APS), Program and Planning is developing specialized public transportation as well as caregiver support guides for the elderly, disabled, and low income individuals. We seek an intern to provide important general administrative and research support for a variety of projects. The intern will assist in developing much needed services for the residents of Los Angeles County and will be at the forefront of the county's efforts of increased mobility management as the demand for specialized services increases with the growing senior population. The intern will: <ul style="list-style-type: none">Update and compile information regarding a variety of senior services for distribution to the general public.Develop, implement, and evaluate mobility management programs such as travel training, options counseling, taxi vouchers, and outreach.Compile and analyze data to make recommendations for the APS Emergency Transportation program.Analyze different policy to coordinate supportive services to the disabled and very frail elderly and provide recommendations for program development and improvement.Develop forms and tracking devices.Meet with community and government stakeholders to support the work of the Regional Mobility Manager. | Junior and senior majors in Public Policy, Public Administration, Political Science, or any related field. | Must have working knowledge of Microsoft Office. Must be analytical and detail oriented. A self-starter with the ability to prioritize competing projects. Must be able to communicate/present solutions and problems, verbally and in writing to staff and external stakeholders. Research and writing ability to provide information to the general public. Knowledge of basic quantitative analytical techniques in order to conduct analysis. | Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Blvd, Suite 400, Los Angeles, CA 90010 | WDACS | |
| 1103 | Los Angeles County Commission for Older Adults (LACCOA) | To gain experience through the Los Angeles Area Agency on Aging (AAA) by participating in the development of a video to promote the Los Angeles County Commission for Older Adults (LACCOA) and its mission of advocacy for older adults. The attached Fact Sheet for LACCOA provides an overview of the program. Tasks and duties may include: <ul style="list-style-type: none">Performing specialized video production duties involving writing, producing, and directing and editing video programs, using sophisticated electronic video production equipment.Creating animated and other computerized graphics, utilizing sophisticated software programs.Writing, producing and directing video productions.Planning and editing video programs by transforming objectives into production ideas requiring the determination of format, approach, content, and level of presentation which will be most effective in meeting objectives and remaining within budget and time restrictions.Converting production ideas into finished production script by working with subject matter experts.Acts as script person by issuing scripts to performers and crew, and reviewing to assure that cast and crew have appropriate and current scripts. | Students must have classes or major in Film, Video Production, Photography or other related field. | Required Critical Thinking Skills: Interns must have the ability to review information on specific documents and make recommendations on the completeness and accuracy of the documents. Required Oral and Written Communication Skills: Experience in video production software, Microsoft Office Software is desired. Good writing skills and public speaking skills. Required Research Analysis: Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | Workforce Development, Aging and Community Services (WDACS) 3333 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010 | WDACS | |
| 1106 | Los Angeles County Food Redistribution Initiative (LACRFI) | To assist in the development of effective strategies to encourage the donation of excess wholesome food in Los Angeles County through the Environmental Health Division. This will include but is not limited to writing literature reviews, conducting through analyses, and assisting in putting plans into action. Interns for this project will gain experience by: <ol style="list-style-type: none">Participate in LACRFI Working Group meetings with experts representing various sectors (business, government, non-profit food rescue, among others).Gain a deeper understanding of the complex food system in Los Angeles County and how it relates to the issue of food insecurity and wasted food.Assist in developing objectives based on the general goals developed by the LACRFI Steering Committee.Participate in occasional meetings with the Food Safety Advisory Council (FSAC), Los Angeles Food Policy Council, Los Angeles County Public Works Subcommittee, among others.Gain an understanding of the perceived food safety barriers as well as corporate attitudes that prevent donations of excess wholesome food in restaurants, entertainment venues, the hospitality sector, public schools, etc. | Graduate student currently studying Environmental Health, Social and Behavioral Sciences, or Public Health Policy and Management preferred. | Must have excellent interpersonal skills, initiative, willingness to learn, and be able to prioritize tasks effectively. Required Critical Thinking Skills: Potential interns should have a good understanding of systems thinking as it relates to public health. Required Oral and Written Communication Skills: The candidate must possess effective oral and written communication skills. Required Research Analysis: OPTIONAL - Geographic Information System (GIS) experience. | Public Health - Environmental Health / Program Planning 5050 Cornerstone Dr., Baldwin Park, CA 91706 | Public Health | |
| 1108 | East San Gabriel Valley Area Plan | The Academic Internship consists of conducting research, documentation, and preparation of notices and other documents, assisting in the preparation of community outreach events, conducting field work, and researching and developing work programs for grant funding sources. The intern will have the opportunity to gain an understanding of the community planning process while interacting directly with various community members, stakeholders from local, state, and federal agencies; and also develop an understanding of the Los Angeles County General Plan and Zoning Code. | Undergraduate or Graduate student who is enrolled in or has previously taken Land Use/Community Planning classes or any related classes. | Knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies. An understanding of maps is desired. Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments. Fluent Spanish language skills desired. | Department of Regional Planning 1320 W. Temple Street, 13th Floor, Los Angeles, CA 90012 | Regional Planning | |
| 1109 | Los Angeles County Food Redistribution Initiative (LACRFI) | To assist in the development of effective strategies to encourage the donation of excess wholesome food in Los Angeles County through the Environmental Health Division. This will include but is not limited to writing literature reviews, conducting through analyses, and assisting in putting plans into action. | Graduate student currently studying Environmental Health, Social and Behavioral Sciences, or Public Health Policy and Management preferred. | Must have excellent interpersonal skills, initiative, willingness to learn, and be able to prioritize tasks effectively. Potential interns should have a good understanding of systems thinking as it relates to public health. The candidate must possess effective oral and written communication skills. OPTIONAL - Geographic Information System (GIS) experience. | Public Health - Environmental Health / Program Planning 5050 Cornerstone Dr., Baldwin Park, CA 91706 | Public Health | |
| 1110 | Motor Vehicle Safety/Crossing Guard Location Survey | To address motor vehicle collisions in Los Angeles County, the Injury and Violence Prevention Program's (IVPP) project will include disseminating survey questionnaires to school crossing guards at their annual mandatory meeting. The intern will also be involved in participating in site visits at school crossing guard intersections to observe and document driver and pedestrian behavior. The student will work under the supervision of the Health Educator assigned to this project. | Student must be currently enrolled in the semester the internship covers. | Must have the ability to think, understand and act on information obtained in a way that is both effective and responsible. Ability to exchange information both orally and written in a clear and precise way. Must have a basic understanding of research analysis. | Department of Public Health 695 Vermont Ave, Los Angeles, CA 90005, 14th floor and in the field as necessary. | Public Health | |
| 1112 | Data Analysis & Management Internship | Assist with data analysis and management of several databases, assist with synthesizing results | Be in the process of receiving Master in Public Health degree. Have taken public health courses focused on research and evaluation methodology, Health program planning, Health theory, Social marketing, health education and health promotion | Self-starter. Requires minimal supervision on projects. Ability to apply public health theory in program planning, evaluation, and material development. Ability to work with diverse stakeholders. Strong writing skills. Strong communication skills. Ability to manage data. Ability to interpret results. Ability to summarize evaluation findings to summary reports. Pays attention to detail. Able to conduct to review. Ability to apply core public health theories for program planning and evaluation purposes. Ability to use theory to guide development of social marketing/health education materials. | Public Health 3530 Wilshire Blvd, Suite 800, Los Angeles, CA 90010 | Public Health | |
| 1114 | Area Agency on Aging (AAA) Newsletter | To gain experience through the Los Angeles County AAA by participating in the development, release, and implementation of the first and subsequent AAA Newsletter(s). The purpose of the newsletter is to provide information on AAA services and to highlight some of the programs and their successes. More importantly, the newsletter will allow the AAA to share information with community partners that provide essential services for older adults and adults with disabilities in Los Angeles County. Area Agencies on Aging (AAAs) were established through the Older Americans Act (OAA) of 1965 to help older adults find employment, live as independently as possible in the community, promote healthy aging and community involvement, and assist family members in their vital roles as caregivers. The Los Angeles County AAA is a State-designated agency established in 1975 and is responsible for planning, coordinating, and implementing programs that promote the health, dignity, and well-being of Los Angeles County's residents. The Los Angeles County AAA is under the umbrella of the CDS Department and is part of the Aging and Adult Services Branch. The AAA and a network of public and private community-based agencies provide a broad range of services to older adults. | Students must have classes or major in Public Administration, Public Policy, Communications, English, Gerontology, Sociology, or other related fields. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of them. Experience in Microsoft Office Software is desired. Good writing skills. Intern with ability to determine useful community resources and opportunities that support the project(s) is a plus. | Workforce Development, Aging and Community Services 3333 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010 | WDACS | |
| 1116 | Premature Delivery Rate among African American in LAC | The statement of work, or action plan is developed and written by the intern, since the internships is self-directed and when the intern is passionate about a topic, the outcomes are better. Among activities of responsibility for are: <ol style="list-style-type: none">Literature reviewReview LAC data available on the topicResearch on best practices conducted on the topic by other organizations, counties, stateAssist in developing a public health intervention - intern to decide: patient information, website content, partner communicationAbstract to be written and submitted for presentation to a professional organization, highlighting the findings. | Student must be currently enrolled in a semester/semester/partnered colleges/universities. | Must have the ability to think, understand and act on information obtained in a way that is both effective and responsible. Ability to exchange information both orally and written in a clear and precise way. Must have a basic understanding of research analysis. | Public Health 695 Vermont Ave, Los Angeles, CA 90005, 14th floor and in the field as necessary. | Public Health | |
| 1117 | Cardiovascular and School Health Intern | Conduct and/or support assessment activities to inform program planning, implementation, and strategy development related to joint/ shared use and/or physical education in Los Angeles County. The intern's duties will include reading coroner's case reports of violent deaths and abstracting information from those reports for entry into the VDRS database. This is not a straightforward data entry job; the coroner's narrative must be carefully read and interpreted to ensure the correct circumstances surrounding each death are entered into the system. The intern will also participate in VDRS data abstraction meetings to discuss data entry procedures and to talk through difficult cases. Depending on the intern's interests, there is also the potential for developing research projects using VDRS data. | Graduate student (Masters in Public Health or Public Policy preferred) | Strong writing and statistical analysis capabilities; knowledge of data collection methods; experience with program evaluation, data collection and analysis; proficient in Microsoft Office suite and statistical analysis software; excellent verbal and written communication skills. | Public Health 3530 Wilshire Blvd, Suite 800, Los Angeles, CA 90010 | Public Health | |
| 1119 | Violent Death Reporting System Data Abstraction | The intern will be working on the Violent Death Reporting System (VDRS). VDRS is designed to compile information from multiple sources to gain a complete picture of violent deaths (homicides, suicides, etc.) in Los Angeles County. The intern's duties will include reading coroner's case reports of violent deaths and abstracting information from those reports for entry into the VDRS database. This is not a straightforward data entry job; the coroner's narrative must be carefully read and interpreted to ensure the correct circumstances surrounding each death are entered into the system. The intern will also participate in VDRS data abstraction meetings to discuss data entry procedures and to talk through difficult cases. Depending on the intern's interests, there is also the potential for developing research projects using VDRS data. | Intern should be majoring in a social science such as public health, criminology, sociology, psychology, etc. | Intern must be reliable and detail-oriented and be willing to read coroner's reports of violent deaths. Previous data entry experience and interest in violence prevention and/or mental health is preferred. | Public Health 695 Vermont Ave, Los Angeles, CA 90005 | Public Health | |
| 1120 | East San Gabriel Valley Area Plan | The Academic Internship consists of conducting research, documentation, and preparation of notices and other documents, assisting in the preparation of community outreach events, conducting field work, and researching and developing work programs for grant funding sources. The intern will have the opportunity to gain an understanding of the community planning process while interacting directly with various community members, stakeholders from local, state, and federal agencies; and also develop an understanding of the Los Angeles County General Plan and Zoning Code. | Undergraduate or Graduate student who is enrolled in or has previously taken Land Use/Community Planning classes or any related classes. | Knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies. An understanding of maps is desired. Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments. Fluent Spanish language skills desired. | Regional Planning 1320 W. Temple Street, 13th Floor, Los Angeles CA 90012 | Regional Planning | |
| 1121 | Violent Death Reporting System Data Abstraction | The intern will be working on the Violent Death Reporting System (VDRS). VDRS is designed to compile information from multiple sources to gain a complete picture of violent deaths (homicides, suicides, etc.) in Los Angeles County. The intern's duties will include reading coroner's case reports of violent deaths and abstracting information from those reports for entry into the VDRS database. This is not a straightforward data entry job; the coroner's narrative must be carefully read and interpreted to ensure the correct circumstances surrounding each death are entered into the system. The intern will also participate in VDRS data abstraction meetings to discuss data entry procedures and to talk through difficult cases. Depending on the intern's interests, there is also the potential for developing research projects using VDRS data. | Intern should be majoring in a social science such as public health, criminology, sociology, psychology, etc. | Intern must be reliable and detail-oriented and be willing to read coroner's reports of violent deaths. Previous data entry experience and interest in violence prevention and/or mental health is preferred. | Public Health 695 Vermont Ave, Los Angeles, CA 90005 | Public Health | |
| 1122 | East San Gabriel Valley Area Plan | The Academic Internship consists of conducting research, documentation, and preparation of notices and other documents, assisting in the preparation of community outreach events, conducting field work, and researching and developing work programs for grant funding sources. The intern will have the opportunity to gain an understanding of the community planning process while interacting directly with various community members, stakeholders from local, state, and federal agencies; and also develop an understanding of the Los Angeles County General Plan and Zoning Code. | Undergraduate or Graduate student who is enrolled in or has previously taken Land Use/Community Planning classes or any related classes. | Knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies. An understanding of maps is desired. Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments. Fluent Spanish language skills desired. | Department of Regional Planning 1320 W. Temple Street, 13th Floor, Los Angeles, CA 90012 | Regional Planning | |
| 1124 | Trauma Prevention Initiative - Violence Prevention Community Engagement and Research/Evaluation | The intern will be working on the Countywide Trauma Prevention Initiative. The Los Angeles County Department of Public Health (DPH), under the auspices of the Trauma Prevention Initiative (TPI), seeks to reduce the disproportionate high incidence of trauma visits, injuries and deaths in communities of interest throughout the county, prioritizing the high incidence of violence-related trauma visits, injuries and deaths in South LA. DPH intends to achieve this aim, in part, by working with community agencies to increase access to targeted services and strengthening linkages between community members, community resources and clinical services through hospital based violence intervention, community based intervention/safe passages, and building capacity within the communities to address violence using a public health approach. The intern will be a critical support staff to the initiative's Coordinator and should be an individual who is detail-oriented with strong communication and administrative skills. Duties include, but are not restricted to: <ul style="list-style-type: none">Work directly with the initiative's Coordinator and Lead Evaluator to advance the many identified strategies and efforts of the initiative.Attend community meetings to learn about the program, interface with stakeholders, take meeting minutes and assist with coordinating efforts of different stakeholders as it pertains to violence prevention.Participate in strategic planning meetings, assist in preparing meeting materials and presentations, and take meeting minutes.When possible, attend evening and weekend community events in the communities of interest, assisting with research and evaluation as well as program development and implementation - Assist Coordinator/Evaluator with TPI research projects, including working with trauma centers and community partners to plan and conduct research and working with TPI staff and partners to develop and evaluate projects.Assist Evaluator lead with collection and analysis of initiative data.Assist with literature reviews, identification of best practices and writing evaluation reports. Depending on the intern's interests, there is also the potential for developing research projects associated with violence prevention and intervention. | Intern should be majoring in a social science such as public health, sociology, psychology, etc. | Intern must be reliable and detail-oriented and be willing to work within South Los Angeles communities including the communities of Westwood/Weed Athletes and Hollywood. Previous community related experience and interest in violence prevention/intervention and/or mental health is preferred. | Public Health Office location: 695 S Vermont Ave, Los Angeles, CA 90005 Community Locations: Within various neighborhoods in South Los Angeles. | Public Health | |

| Project # | Project Title | Project Description | Possible Major | Critical Skills | Location | Department | Not Active (Need to write) |
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| 1127 | Assistant Project Coordinator Intern (GRAD) | This TB Program Education and Evaluation Unit seeks an Assistant Project Coordinator Intern to assist with planning and collaboration efforts. Duties for the intern may include one or more of the following: assisting in building a TB coalition; coordinating TB TB Friday continuing medical education (CME) workshops/conferences; planning World TB Day, editing health education material, developing fact sheets and drafting annual education and training reports based on resulting data. More specifically, under the leadership of the Assistant Project Coordinator, the intern will assist in planning and executing World TB Day 2013 and TB Friday conferences and compiling data sources for TB Control Program reporting purposes. | Must currently be a student in a Master's degree accredited program of study with specialization in Public Health Education or Community Health Education. | Interested graduate students should possess excellent written and oral communication skills; strong organizational ability; great attention to detail; skill to work both independently and in team settings; ability to conduct and implement research on evidence-based practices; and intermediate to advanced skills in Microsoft Office software applications (Word, Excel, PowerPoint, Publisher and Access). Ability to interpret quantitative statistical analysis and develop evaluation reports. At least one program planning, and at least one health behavior theory or communications course preferred. | Department of Public Health, Communicable Disease Control and Prevention Division - Tuberculosis Control Program 2615 S Grand Ave, Los Angeles, CA 90007 | Public Health | |
| 1128 | MCAH Research, Evaluation and Planning Internship | The County of Los Angeles Department of Public Health, Maternal, Child, and Adolescent Health Programs is seeking highly motivated student interns to provide support for various projects related to research, planning and policy development. The purpose of the internship is for the intern(s) to gain exposure and experience in MCAH related issues. Depending on the student's interests and background, major assignments include but are not limited to: • Support the implementation of three survey projects; specific duties include reviewing the survey tools, conducting phone interviews, and tracking project progress. • Work with MCAH staff to develop health levels or conduct further analyses on various MCAH issues • Assist with MCAH research data dissemination to MCAH stakeholders and community partners • Assist with MCAH program/project evaluation, and communicate findings for program/project improvement. • Assist with conducting focus groups to solicit feedback to inform project design and implementation; specific duties include outreach and recruitment of focus group participants, collecting and analyzing focus group feedback and making recommendations to project implementation. • Assist with conducting comprehensive literature review on MCAH related topics. • Assist MCAH staff in report generation and compilation Support MCAH Program staff in maintaining and designing MCAH Program website and MCAH Data Center; assist with periodic updates of Tracking Preconception and Interconception Health Indicators in LAC website data. Assist with MCAH staff in designing and developing health education and program materials incorporating evidence based health literacy practices. Depending on the intern's skills, experience and interest, the student intern will be encouraged to develop his/her own analysis topics and carry out the project independently with assistance from MCAH staff based on available data. | College students interested in a career in public health or graduate students with knowledge of public health related fields. Graduate or Doctorate | Preferred but not required: Experience conducting telephone interviews; knowledge of MS Access and SAS; Basic knowledge of Epidemiology and research design. Critical Thinking Skills: Generating or assessing solutions; Clarifying or critiquing health information and materials; generating program ideas for hard to reach populations. Oral and Written Communication Skills: Proficiency in oral and written communication skills. Spanish preferred but not required. | Los Angeles County Dept. Public Health, Maternal, Child & Adolescent Health Programs (MCAH) 800 South Commonwealth Ave., Suite 800, Los Angeles, CA 90005 | Public Health | |
| 1131 | Contracts | Join the Administrative Services team at the County of Los Angeles Public Library. The Academic Intern will be given the opportunity to administer contract solicitations (i.e. Request for Proposals) from beginning to end, including working with subject matter experts on developing a statement of work, conducting cost analysis studies, participating in the proposal evaluation process, and drafting letters of recommendation for contract award to the Board of Supervisors. | Preferred candidates should be majoring in Business Administration, Public Administration or related majors. Baccalaureate or Graduate. | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 | Public Library | |
| 1132 | Copyswift (Media) | Join the Marketing and Communications team at the County of Los Angeles Public Library to assist in writing media alerts, press releases, grant and award applications, event speeches, web content, internal department communications and more. You will collaborate with the marketing and communications team to tell the Library Story with 87 libraries within Los Angeles County, the Public Library serves diverse customers and seeks an individual with a passion for public service. Receive your college credit as you make an impact on the lives of over 3.5 million residents in LA County. We are looking for candidates that can demonstrate their creativity and ability to work in a team. | Preferred candidates should be majoring in Journalism, Public Relations, Communications or related majors. Baccalaureate or Graduate. | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 | Public Library | |
| 1134 | Fee Revisions and Development | Join the Administrative Services team at the County of Los Angeles Public Library. The Academic Intern will be given the opportunity to work on the assignment from beginning to end, including a review to determine, planning and policy development. The purpose of the internship is for the intern(s) to gain exposure and experience in MCAH related issues. Depending on the student's interests and background, major assignments include but are not limited to: • Support the implementation of three survey projects; specific duties include reviewing the survey tools, conducting phone interviews, and tracking project progress. • Work with MCAH staff to develop health levels or conduct further analyses on various MCAH issues • Assist with MCAH research data dissemination to MCAH stakeholders and community partners • Assist with MCAH program/project evaluation, and communicate findings for program/project improvement. • Assist with conducting focus groups to solicit feedback to inform project design and implementation; specific duties include outreach and recruitment of focus group participants, collecting and analyzing focus group feedback and making recommendations to project implementation. • Assist with conducting comprehensive literature review on MCAH related topics. • Assist MCAH staff in report generation and compilation Support MCAH Program staff in maintaining and designing MCAH Program website and MCAH Data Center; assist with periodic updates of Tracking Preconception and Interconception Health Indicators in LAC website data. Assist with MCAH staff in designing and developing health education and program materials incorporating evidence based health literacy practices. Depending on the intern's skills, experience and interest, the student intern will be encouraged to develop his/her own analysis topics and carry out the project independently with assistance from MCAH staff based on available data. | Preferred candidates should be majoring in Business Administration, Public Administration or related majors. Baccalaureate or Graduate. | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 | Public Library | |
| 1135 | Graphic Artist | Join the Marketing and Communications team at the County of Los Angeles Public Library to assist in creating strong design for the department. Explore the power that visual design has as you utilize your creative talent to develop web graphics, print ads, flyers, newsletters, social media graphics and more. | Preferred candidates should be majoring in graphic art, graphic design or related majors. Baccalaureate or Graduate. | N/A | Public Library County Library Headquarters, 7400 East Imperial Hwy., Downey, CA 90242 | Public Library | |
| 1136 | Los Angeles County Tobacco Retail License Development | Work with local jurisdictions to amend tobacco control policies to include e-cigarettes. Analyze existing tobacco retail license policies, update the LA County tobacco policies database, and provide technical assistance to members of the Tobacco Retail Enforcement Task Force. | MPH candidate | Experience working in diverse communities. Ability to multitask. Planning and coordination skills. Experience with project management. Comparative analysis of programmatic elements. Problem solving skills as it relates to program/project management; strong written and oral communications skills; comfort and strength in public speaking; ability to draft and format reports and fact sheets. | Tobacco Control and Prevention Program Office 3530 Wilshire Blvd., Suite 800, LA CA 90010 | Public Health | |
| 1137 | Healthy Trees for Los Angeles County | Interns may be assigned to but not limited to the following assignments which are associated with the Healthy Tree for Los Angeles County Project. Develop a framework for a public private Urban Forestry Program for street and residential trees in unincorporated Los Angeles County to promote walkable environments, mitigate climate change, prevent heat islands, and reduce energy costs. Research Supervisorial District (SD) 2 serving organizations including South LA Youth Activities League and Neighborhood Land Trust, and local schools and develop recommendation list for SD 2. Develop a tree education program with local schools linked with local tree planting efforts. Develop annotated agendas and convene meetings with local organizations and schools to gauge interest in involving their youth in conducting tree education and outreach. Create systems and monitoring plans to facilitate tree planting and urban heat reduction in unincorporated areas of Los Angeles County. Study CA FIRE reporting requirements, specifically regarding GIS tracking. Develop a training presentation and guide on CA FIRE GIS reporting. Train DPW and DPR staff on the guide and reporting mechanism/tool. Identify other grant opportunities to support tree planting and maintenance; Research charitable foundations, private companies, non-traditional and technology driven techniques to raising funds (e.g., crowd sourcing) | Environmental Health coursework; Public Health knowledge; Built environment knowledge. Graduate | Public health knowledge; Built environment knowledge. Graduate | Public Health PLACC Program, 6905 Vermont Ave., 14th floor, Los Angeles, CA 90005 | Public Health | |
| 1138 | Ordinance Research & Implementation | The Academic Internship consists of conducting research and preparing draft planning documents for internal review, assisting with the update of planning information for departmental use, and reviewing the Title 22 Zoning Code to assist staff with new ordinance and policy implementation initiatives. | Graduate student with knowledge and ability to research local, state, and federal regulations pertaining to zoning and land use policies. | Proficient in basic computer programs such as word, excel, etc. The ability to effectively work and deal with people on a routine basis is desired. The intern must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information; and the ability to readily prioritize tasks and effectively manage project assignments. | Department of Regional Planning, 320 W. Temple Street, 13th Floor, Los Angeles, CA 90012 | Regional Planning | |
| 1139 | Medical Affairs Intern | Agency Background: The Los Angeles County Department of Public Health's mission is to protect health, prevent disease, and to promote health and well-being. Projects of the Medical Affairs Program offer a variety of skills and opportunities to assist with creating and/or implementing educational materials (Brochures, Flyers), websites & graphics, translating, assist with creating and implementing training room, field testing, customer surveying, assist with websites, etc. • Continue Medical Education, which involves the continuing training and education for physicians in the county. Educational topics include Zika, Measles, Pertussis, HIV, STD, Tuberculosis and many more. Educational formats include live activities, videos, and authored webinars. • Physician Credentialing & Outreach, which focuses on Los Angeles County Physician workforce development, including 1) recruitment and retention; 2) assessment and development; and 3) professional practice assurance. • Consumer Protection, which looks at the use of ineffective or unproven health products and services that can cause harm to consumers. Examples include: miracle weight loss products, programs or supplements claiming to cure or reverse diabetes or hypertension, and medical or surgical procedures performed by unlicensed providers. | Possible Major: Include, but not limited to Public Health, Baccalaureate | Must have strong organizational skills; possess the ability to effectively communicate and quickly grasp information. Basic computer skills are necessary. Interest in health education and/or consumer protection, and consumer behavior theory, and understanding of teaching/pro-social skills. Strong oral and written communication skills. | Public Health 241 N. Figueroa St, Rm 275 Los Angeles, CA 90012 | Public Health | |
| 1140 | Department of Medical Examiner-Coroner, Services Bureau, MGV Graduate Practicum | Graduate level interns will work under the supervision of the Department of Medical Examiner - Coroner's senior staff, within the Department's various areas of responsibility: Forensic Laboratories, Forensic Medicine, Investigation/Operations and Public Services. The Department of Medical Examiner-Coroner is mandated by law to measure and determine the circumstances, manner, and cause of all violent, sudden, or unusual deaths occurring within Los Angeles County, including all homicides, suicides, accidental deaths, and natural deaths where the decedent has not been a resident for 20 days prior to death. Interns will receive the continuing training and education for physicians in the county. Educational topics include Zika, Measles, Pertussis, HIV, STD, Tuberculosis and many more. Educational formats include live activities, videos, and authored webinars. • Physician Credentialing & Outreach, which focuses on Los Angeles County Physician workforce development, including 1) recruitment and retention; 2) assessment and development; and 3) professional practice assurance. • Consumer Protection, which looks at the use of ineffective or unproven health products and services that can cause harm to consumers. Examples include: miracle weight loss products, programs or supplements claiming to cure or reverse diabetes or hypertension, and medical or surgical procedures performed by unlicensed providers. | Graduate level interns will work under the supervision of the Department of Medical Examiner - Coroner's senior staff, within the Department's various areas of responsibility: Forensic Laboratories, Forensic Medicine, Investigation/Operations and Public Services. The Department of Medical Examiner-Coroner is mandated by law to measure and determine the circumstances, manner, and cause of all violent, sudden, or unusual deaths occurring within Los Angeles County, including all homicides, suicides, accidental deaths, and natural deaths where the decedent has not been a resident for 20 days prior to death. Interns will receive the continuing training and education for physicians in the county. Educational topics include Zika, Measles, Pertussis, HIV, STD, Tuberculosis and many more. Educational formats include live activities, videos, and authored webinars. • Physician Credentialing & Outreach, which focuses on Los Angeles County Physician workforce development, including 1) recruitment and retention; 2) assessment and development; and 3) professional practice assurance. • Consumer Protection, which looks at the use of ineffective or unproven health products and services that can cause harm to consumers. Examples include: miracle weight loss products, programs or supplements claiming to cure or reverse diabetes or hypertension, and medical or surgical procedures performed by unlicensed providers. | Must have own transportation. Students must be aware of the nature of the Department of Medical Examiner - Coroner's work. Must understand the stages of grief and have good problem solving skills. Clear understanding of cognitive behavioral theory, and understanding of teaching/pro-social skills. Strong oral and written communication skills. | Los Angeles County, Department of Medical Examiner-Coroner Various settings throughout Department of Medical Examiner-Coroner, Los Angeles County | Medical Examiner-Coroner | |
| 1141 | WDACS Staff Development Intern | An intern is needed to assist WDACS with the planning, implementation, delivery and evaluation of department wide training programs and curricula. Tasks include: Assist in developing training needs/questionnaires utilizing assessment instruments such as: Survey Monkey and other internet resources; information gathered from management, audit reports, and department training files. Assist in distributing questionnaires to target population groups via email; collecting and analyzing online survey responses to identify priorities and training needs. Assist in creating training curricula, lesson plans, presentation handouts and similar in-class materials, and procurement of audio visual equipment and venue. Assist in evaluating County and/or vendor training curricula and materials as well as observing in-class presentations in order to make recommendations for required adjustments to training programs according to Departmental needs on a range of subjects, such as Sexual Harassment Prevention, County Policy Audit/Equity, Performance Evaluations, and Customer Service. Assist in managing skill based and mandated training programs by researching educational institutions and/or sources for course information and availability. Assist in conducting employee training sessions by utilizing the Countywide Learning Management System in accordance with established County policy and procedures. Assist in scheduling classroom presentations on a wide range of mandated and skill-based training to departmental employees including management as well as the community at large in accordance with established curriculum. | Behavioral or Social Sciences majors. | Must possess advanced working knowledge of Microsoft Word, Excel, PowerPoint and/or Mac Key Note. Excellent customer service and interpersonal skills, excellent oral articulation and presentation skills, and advanced written communication skills. | Workforce Development, Aging and Community Services (WDACS) 3175 W. Sixth St., Room 404, Los Angeles, CA 90020 | WDACS | |
| 1142 | Produce Quality Internship | Assist Agricultural Weights and Measures inspectors with inspection of agricultural products for compliance with State laws and regulations pertaining to produce quality and plant quarantine. Travels with audit staff various inspectors complete routine assignments. During the month of June, will be assigned to interns in the Metro District Office and during the month of July, will be assigned to interns in the Produce Quality Group on a county wide basis. | Must have junior, senior, or graduate level status at a partnered college/university. | N/A | Agricultural Comm/Weights and Measures ACWIM Headquarters, 11012 Garfield Ave, South Gate, CA 90220; Various internship locations throughout the County of Los Angeles. | Agricultural Comm/Weights and Measures | |
| 1145 | Parks After Dark (PAD) Strategy Evaluation, community engagement, program development. | Parks After Dark (PAD) keeps county parks open during summer weekend evenings in disadvantaged communities with high rates of crime and poverty. PAD takes place at 21 parks throughout the County and is led by the County Department of Parks and Recreation (Parks) and is a collaborative effort that includes the Sheriff's Department, Public Health (DPH), Probation Department, Office of Child Protection, and many other county and community agencies. The intern will work closely with DPH's lead on the Injury & Violence Prevention Program, and assist with evaluation activities, and developing and coordinating innovative health and social service programming at the parks. The intern should have experience with qualitative and quantitative research methods and fieldwork, and/or community engagement and program development. Duties include, but are not limited to: Work directly with the Initiative's Coordinator and Lead Educator to advance the many identified strategies and efforts of the Initiative. Attend PAD planning meetings both at county offices during business hours, and in the community during evenings and weekends, to learn about the program, interface with stakeholders, take meeting minutes and deliver presentations as needed. Attend PAD events (if assigned during the summer) at parks throughout the county on weekend evenings, to observe program activities, data collection activities, and assist with program activities. Assist project lead and evaluator with collection and analysis of program evaluation data, writing evaluation reports, and developing presentations and materials. Assist project lead with data research projects, using Community Based Participatory Research methods, including working with youth to plan and conduct research, and develop projects. Assist with researching literature regarding similar programs, to identify best practices. | Intern should be a graduate level student majoring in a social science such as public health, sociology, psychology, etc. Intern must be reliable and detail-oriented and be willing to work within communities with high rates of economic hardship and violence. While Parks After Dark is safe, and law enforcement are present, applicants must be comfortable working in parks in high crime communities during the evening. Parks After Dark provides opportunities for a wide range of experience, education, and skills. These include health education, community engagement, working with different kinds of stakeholders including youth and adult community members, community organizations, and government agencies; conducting quantitative and qualitative research, and developing reports and presentations. Knowledge of and interest in community engagement, public health, violence prevention and/or social determinants of health is preferred. Applicants must be organized and detail oriented. | Analyzing different types of data, including survey data, health data, and crime data; interview and focus group data, and summarizing data for different audiences. Prioritizing work among a wide variety of responsibilities and tasks. Ability to diplomatically and professionally engage community members and county department and community based organization staff, and reconcile disparate points of view. Experience developing or implementing surveys, working with community members to conduct research, statistical analysis, GIS mapping, theming qualitative data, or data entry. Experience using software like Microsoft Excel, Access, PowerPoint, and ArcMap. Intern must have strong oral and written communication skills and be able to communicate effectively with program staff and community partners. Intern should be used to the use of Microsoft Office Suite, including Word, Excel, PowerPoint, etc.) Ability to concisely summarize research literature and data analyses. | Department of Public Health Office location: 995 S Vermont, Los Angeles, CA 90005 Community locations: Within various neighborhoods throughout Los Angeles County. | Public Health | |

| Project # | Project Title | Project Description | Possible Major | Critical Skills | Location | Department | Not Active (Need to update) |
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| 1149 | Community and Senior Centers, Needs Assessment | To gain experience through the County of Los Angeles, Westchester Development, Aging and Community Services (WDCS), Community and Senior Centers Division by participating in the development of a needs assessment for one of 14 centers dependent on interns provided to the Senior Center. The Los Angeles County WDCS/Community and Senior Centers has sites throughout the County. Each center is unique and reflects the multiethnic communities served. The centers provide both direct services to community residents, a broad range of services to older adults and function as "hubs of services" for the numerous community-based and governmental organizations that operate from the centers. A multi-faceted needs assessment must be conducted for each Center in the County of Los Angeles under the purview of WDCS in order to ensure that they continue to provide relevant community services. This needs assessment will answer the "what, what, and why" around which services will continue to be offered or identify the need to establish new services. The central areas of interest would include, but are not limited to identifying: #1 target populations #2 the nature and extent of existing and potential needs of local residents including older adults in LA County #3 barriers and challenges experienced by local residents and older adults in accessing services in LA County #4 the services and resources existing within the local area surrounding the Center based on available for addressing these needs #5 identify priority of services Health and Safety needs include: Researches information by identifying, locating and extracting relevant data and information (e.g., by reading, collecting, downloading, interviewing from varied sources (e.g., internet search engines, library resources, government and technical reports, newspaper and magazine articles, etc.) and reliable data for analysis and decision-making purposes. Compile information by grouping and/or categorizing the information (e.g., in tables, spreadsheets, data files) in meaningful ways in order to facilitate analysis. Analyze information using quantitative and/or qualitative analytical methods in order to understand and/or predict outcomes, often from large amounts of information, identify trends and problems, requiring additional research and study and make appropriate action to ensure sound study results. Develop and/or recommend the development of policies, programs, or provisions to address problems or improve operations by applying the results of research and analysis of patterns and/or trends in order to ensure the highest likelihood of success. Prepare a variety of documents (e.g., reports, business communications, memoranda), including formats suitable to the purpose and using relevant software programs (e.g., word processing, desktop publishing, presentation) in order to effectively communicate information to various audiences (e.g., departmental personnel, members of the public, government boards) interact with a variety of individuals (e.g., vendors, managers, representatives of external agencies/organizations) when participating in meetings, making presentations, providing advice and/or consultation services, etc., in order to communicate information, share ideas, present recommended solutions, gain agreement, and coordinate activities. Monitor programs by gathering and analyzing relevant information in order to ensure that programs are proceeding as intended. Evaluate program effectiveness by comparing outcomes to goals in order to determine whether to continue or modify the program. Perform various administrative duties (e.g., creating and maintaining files, formatting standard documents, covering, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and policies, procedures, and guidelines. #6 | Students must have classes or major in Public Administration, Gerontology, Sociology, or other related Social Sciences. | Intern must have the ability to review information on specific forms and reports and make recommendations on the completeness and accuracy of these reports. Experience in Microsoft Office Software is desired. Good writing skills and public speaking skills. Intern with ability to determine useful community resources and organizations that support the projects is a plus. | Westchester Development, Aging and Community Services (WDCS) Any one of the fourteen Centers under purview of WDCS | WDCS | |
| 1151 | Health Outreach Program-Health Coverage Educator | The goal of the Health Outreach program is to increase health care access for eligible students 0-18 years and families in Los Angeles County through Medi-Cal and Covered California, as well as other free or low-cost health coverage programs. Once families are enrolled, we help with maintaining eligibility and coverage, knowing how to use health benefits and what rights and responsibilities come with these benefits. Duties include: Under the supervision of the Program Coordinator, the Health Coverage Educator Intern will conduct outreach and education activities in Los Angeles County School Districts regarding Medi-Cal, Covered California, Child Health and Prevention Disability, Medi-Cal Access Program and My Health LA, as well as how to enroll into these and other ability to play County health programs. Outreach and education activities will include conducting presentations to parents, teen parents, teachers and other school staff in group settings or one on one at a school or community sponsored events. Ability to provide information to families by telephone. Preliminary courses potential eligible clients for a health coverage program after client for a HCP partner. Ability to navigate the Covered California Website, Health Outreach Program Website, Covered California Plan Site Systems and other websites pertaining to health coverage enrollment, utilization and retention. Maintaining presentation, attendance logs and updating schedule of current events and outcomes. Participates in trainings, webinars and meetings to maintain current knowledge of the health coverage programs and resources available. | Must currently be a student in an accredited Baccalaureate program of study with specialization in Public Health, Public Health Education, Community Health Education, or equivalent. Adopt in the use of Microsoft Word, Excel and Power Point. Good oral communication skills. Ability to write, detail oriented, Analyze and synthesize data, College level written and oral communication skills. | | Los Angeles County Office of Education 12810 Columbia Way, Education Center West Downey, CA 90242 | Los Angeles County Office of Education | |
| 1152 | Health Outreach Program Health Coverage Grant Research and Development Intern | The goal of the Health Outreach program is to increase health care access for eligible students 0-18 years and families in Los Angeles County through Medi-Cal and Covered California, as well as other free or low-cost health coverage programs. Once families are enrolled, we help with maintaining eligibility and coverage, knowing how to use health benefits and what rights and responsibilities come with these benefits. Duties include: Under the supervision of the Program Coordinator, the Health Coverage Grant Research and Development Intern will conduct outreach and education activities in Los Angeles County School Districts regarding Medi-Cal, Covered California, Child Health and Prevention Disability, Medi-Cal Access Program and My Health LA, as well as how to enroll into these and other ability to play County health programs. Outreach and education activities will include conducting presentations to parents, teen parents, teachers and other school staff in group settings or one on one at a school or community sponsored events. Ability to provide information to families by telephone. Preliminary courses potential eligible clients for a health coverage program after client for a HCP partner. Ability to navigate the Covered California Website, Health Outreach Program Website, Covered California Plan Site Systems and other websites pertaining to health coverage enrollment, utilization and retention. Maintaining presentation, attendance logs and updating schedule of current events and outcomes. Participates in trainings, webinars and meetings to maintain current knowledge of the health coverage programs and resources available. | Must currently be a student in a baccalaureate program of study with specialization in Public Health, Public Health Education, Community Health Education, or equivalent. Adopt in the use of Microsoft Word, Excel and Power Point. Good oral communication, organizational skills and the ability to write. Detail oriented, Analyze and synthesize data, College level written and oral communication skills. | | Los Angeles County Office of Education 12810 Columbia Way, Education Center West Downey, CA 90242 | Los Angeles County Office of Education | |
| 1153 | Community Health Education & Health Promotion with Service Planning Area's (SPA's) 3&4 | Duties include directly assisting with: assessing public health education needs, planning, implementing, and evaluating public health education interventions and activities; assessing, developing, and testing health-related materials and messages; conducting community outreach; and linking internal and external stakeholders with health education consultation services. The Health Education Intern is placed within the Health Education Unit of Service Planning Areas (SPA) 3&4. Intern will conduct outreach and education activities in Los Angeles County School Districts regarding Medi-Cal, Covered California, Child Health and Prevention Disability, Medi-Cal Access Program and My Health LA, as well as how to enroll into these and other ability to play County health programs. Outreach and education activities will include conducting presentations to parents, teen parents, teachers and other school staff in group settings or one on one at a school or community sponsored events. Ability to provide information to families by telephone. Preliminary courses potential eligible clients for a health coverage program after client for a HCP partner. Ability to navigate the Covered California Website, Health Outreach Program Website, Covered California Plan Site Systems and other websites pertaining to health coverage enrollment, utilization and retention. Maintaining presentation, attendance logs and updating schedule of current events and outcomes. Participates in trainings, webinars and meetings to maintain current knowledge of the health coverage programs and resources available. | Must currently be a student in an accredited program of study with specialization in Public Health Education, Community Health Education, or equivalent. Adopt in the use of Microsoft Word, Excel and Power Point. Good oral communication skills, written dedication and great attention to detail, work effectively in team settings, be able to conduct research on evidence-based practices, and be knowledgeable of Microsoft Office software applications. | Generating or assessing solutions, clarifying or critiquing health education information and materials, generating program ideas for hard-to-reach populations. Excellent oral and written communication skills. Other languages preferred but not required. Knowledge of biostatistics and research design methods. | Public Health SPA 3 Pomona Health Center 755 S. Park Avenue Pomona, CA 91766 or Monrovia Health Center 130 W. Maple Avenue Monrovia, CA 91016 SPA 4 Hollywood Wilshire Health Center 5205 Melrose Avenue Hollywood, CA 90038 or Central Health Center 241 N. Figueroa Street Los Angeles, CA 90012 | Public Health | |
| 1156 | Information Technology | Join the ITS Team at the County of Los Angeles Public Library! The Academic Intern will gain valuable skills and insight into library IT operations. The student will be part of the support team with many opportunities to engage in testing, research, and development of existing and new products. This project will interact and collaborate with the application and database team as well as the network and systems team on current and future IT projects such as virtualization technologies. This is a great learning opportunity for project interested! | Preferred candidates should be majoring in Computer Science or Computer Information System or related majors. Baccalaureate or Graduate | | Public Library Library Headquarters, 7400 Imperial Highway, Downey, CA 90242 | Public Library | |
| 1157 | Education/Tutoring | Join the Public Services team at the County of Los Angeles Public Library! The Academic Intern will assist school-aged children improve their reading skills through systematic reading/tutoring sessions conducted at a community library. Training will be provided in a specific reading curriculum. Intern will administer pre- and post-assessment tests to determine reading levels. She/he will work alongside tutors and train team volunteers to assist youth in reading practice. | Preferred candidates should be majoring in Education, English, Social Work or Child Development. Baccalaureate or Graduate. | | Public Library Library Headquarters, 7400 Imperial Highway, Downey, CA 90242 and various community libraries. | Public Library | |
| 1158 | Digital Projects | Join the Digital Projects team at the County of Los Angeles Public Library! The Academic Intern will assist the Digital Projects Coordinator by scanning archival material, creating and manipulating digital images and documents, writing descriptions for digital materials to prepare them for online access, and organizing materials for long-term digital preservation. | Preferred candidates should be majoring in Humanities, Information Science or related majors. Baccalaureate or Graduate. | | Public Library Library Headquarters, 7400 Imperial Highway, Downey, CA 90242 | Public Library | |
| 1161 | Assistant Project Coordinator (GRAD) | The Training and Organizational Development (TOD) Unit within Human Resources, seeks an Assistant Project Coordinator Intern to assist with planning, project management. The duties may include one or more of the following: assisting in orienting and reorienting members of the "Technical Support Community (TSC)", numerous training stakeholders at the DHS medical centers and health centers, developing marketing strategies and tools, coordinating special events, developing, reviewing, and editing staff education materials, and assisting with drafting annual education and training reports based on reading data. The TOD Unit of the Department of Health Services (DHS) is an administrative office that oversees compliance to training for the 20,000 plus workforce members within DHS. DHS is the largest of the 17 County Departments. The Unit collaborates with the TIC to schedule and manage mandatory training including Sexual Harassment Prevention, County Policy of Equity, Diversity, Equality and Inclusion, Americans with Disabilities Act, Employment Discrimination Prevention, and other such offerings. The Unit generates biweekly compliance reports that reflect compliance to these trainings and disseminates to HR Managers. TOD also manages the Learning Net (LNT), the County's learning management system, and assists with troubleshooting system or other issues for the DHS workforce in concert with the help desk. Finally, TOD has expertise in converting instructor-led training into electronic or web-based training, video production, and editing. | Must currently be a student in a Master's degree accredited program of study with specialization in Organizational Psychology, Learning Development, Marketing, Business Administration, Public Administration, or Health Education/Community Health Education. Interested graduate students should possess excellent project management tools and strategies, written and oral communication skills, strong organizational ability, great attention to detail, skill to work both independently and in team settings, building evaluation tools, and analyzing data. Business administration, project management, education, communication/technical writing/information design, marketing, advertising, database development, statistics/measurement, research methods, Adobe Illustrator, Microsoft Office Suite (Access, PowerPoint, Word, and Excel). Experience with Captivate or GoAnimate software is also desirable. | Ability to interpret quantitative statistical analysis and develop evaluation reports. Project Management and Facilitation skills are highly desirable. The ideal candidate will possess strong: • Project management skills • analytical and problem-solving skills with the ability to quickly grasp new information, act upon it, and present a workable solution or finished deliverable • written and oral communication skills to present ideas and concepts in a clear, comprehensive yet concise, easily understandable, and professional manner • interpersonal skills to effectively build relationships and collaborate with a variety of employees and business partners on work assignments • research skills to compile information in useful formats and derive relevant findings on a range of topics by conducting primary and secondary research • Microsoft Access, PowerPoint, Word, and Excel skills | Department of Health Services Training and Organizational Development 1555 Ferguson Drive Commerces, CA 90022 | Health Services | |
| 1164 | Los Angeles County Women and Girls Initiative | The Los Angeles County Women & Girls Initiative (WGI) is looking to find well-qualified interns passionate about women's issues. Interns must be working with WGI staff, WGI Governing Council, elected officials, County staff, consultants and community leaders to advance equality for women. Interns must show a genuine desire to help shape the future of the lives of women and girls in the County. Interns must show a genuine desire to help shape the future of the lives of women and girls in the County. The internship goal is to find quality candidates who are interested in learning how to create and execute strategic outreach plans to help the WGI staff robust community outreach and engagement. As well as creating enhanced engagement opportunities through social media and the WGI website. Some of the tasks related to strategic outreach includes, but not limited to: 1) Social Media Support 2) Presentations in Community Spaces 3) logistical support for WGI events 4) Mapping and creating strategic excel list 5) Phone banking 6) User support | Classes or Major in Communication, Public Administration, Sociology, Women's Studies, or other related Gender Studies. | • Experience in Microsoft Office software is required. • Proficient writing and analytical skills are highly desired. • Research experience and public speaking skills also desired. | Chief Executive Office Kenneth Hahn Hall of Administration 222 S. Hill Street 5th Floor Los Angeles, CA 90012 | Chief Executive Office | |
| 1165 | Los Angeles County Women and Girls Initiative | The Los Angeles County Women & Girls Initiative (WGI) is looking to find well-qualified interns passionate about women's issues. Interns must be working with WGI staff, WGI Governing Council, elected officials, County staff, consultants and community leaders to advance equality for women. Interns must show a genuine desire to help shape the future of the lives of women and girls in the County. The internship goal is to find quality candidates who are interested in learning how to create and execute strategic outreach plans to help the WGI staff robust community outreach and engagement. As well as creating enhanced engagement opportunities through social media and the WGI website. Some of the tasks related to research includes, but not limited to: 1) Compile qualitative and quantitative data 2) Assist in data collection, merging of datasets and spreadsheet preparation 3) Assist in the generation of reports 4) Assist in oral presentation of the findings | Classes of major in Communications, Public Administration, Sociology, Women's Studies, or other related Gender studies. | • Proficient writing and analytical skills are highly desired. • Research experience and public speaking skills also desired. | Chief Executive Office Kenneth Hahn Hall of Administration 222 S. Hill Street 5th Floor Los Angeles, CA 90012 | Chief Executive Office | |
| 1166 | Substance Abuse Disorders Treatment Training | Antelope Valley Rehabilitation Centers (AVRC) is a Los Angeles County residential treatment facility for adults struggling with addiction including individuals with both addiction and mental health disorders. AVRC is an ideal training site for substance abuse counselor trainees to acquire supervised hours towards certification. We also offer internship training for students in the healing arts (social workers, marriage & family therapists, and psychologists). | Need to be a registered substance abuse counselor who is wanting to collect supervised hours towards their certification (BA degree not mandatory) or have at least a MA in the healing arts and ready to collect hours towards licensure for a licensed practitioner of the healing arts (LPA). Required education level is not applicable unless they are working towards licensure as LPA. Trainees in the Substance Abuse field need to be registered with one of the National Commission for Certifying Agencies accredited organizations recognized by the Department of Health Care Services. | | Dugn. of Public Health Substance Abuse Prevention & Control, Antelope Valley Rehabilitation Centers 30500 Ararat Canyon Road, Acton, CA 95310 | Public Health | |
| 1167 | Electronic Bulletin Board (EBB)-Signage Solution | Implement and manage Digital Signage projects in an enterprise level organization. The level of experience gained during this project can be transferred to other information Technology Projects. Some of the skills set that will be learned during this project are: Systems administration, Servers administration, Panel configuration, and network troubleshooting, the assessment and Manage the Content deployment. | Fields related to Engineering, Computer Sciences or Information Technology | Windows servers administration, or computer science related course, or Information Technology Related Classes | Public Social Services 12801 Crossroads Parkway South City of Industry | Public Social Services | |
| 1168 | Auditor Controller - Data Science Analytics | The Auditor Controller has access to a wealth of financial and payroll data that has tremendous analytical value. This project uses data science to analyze and model the data in a way that will provide predictive insights into the financial opportunities and cost savings the county could realize. The project goal would be to provide dashboards that allow executive managers to make critical decisions of the County. The student is assigned to this project would benefit from working with a team of business users and IT experts. The students would work with subject matter experts to gather user requirements, mockup design proposals, present proposals to key stakeholders, and work with subject matter experts on the project. | Fields related to Engineering, Computer Sciences or Information Technology | Data Analysis and Design Data Science methodologies | Auditor Controller 1000 South Fremont Avenue Alhambra, CA | Auditor Controller | |
| 1169 | Auditor Controller - Website - Re-Design - multiple | The Auditor Controller could benefit from a redesign of its websites to look modern and be responsive to various devices (including mobile). The County's Employee Portal (www.eportal.org) is the main portal for employees. The student could benefit from working with a team of business users and IT experts. The students would get exposed to requirement gathering, analysis, design, development, testing and deployment to the County end users and stakeholders. | Fields related to Engineering, Computer Sciences or Information Technology | UI design Data Analysis methodologies | Auditor Controller 1000 South Fremont Avenue Alhambra, CA | Auditor Controller | |
| 1170 | Auditor Controller - Mobile Website - Re-Design | The Mileage Authorization and Reimbursement System (MARS) is used by County employees to reimburse mileage and parking expenses. The County could benefit from the development of a MARS mobile application allowing employees to file their claims in real time and capture receipts using their personal devices. The student is assigned to this project would benefit from working with a team of business users and IT experts. The students would get exposed to requirement gathering, analysis, design, development, testing and deployment to the County end users and stakeholders. | Fields related to Engineering, Computer Sciences or Information Technology | Mobile design Website UI design | Auditor Controller 1000 South Fremont Avenue Alhambra, CA | Auditor Controller | |
| 1171 | System Registration Process | The Probation Department currently manages access to over 60 criminal justice internal and external applications. Timely access to criminal justice systems is fundamental to a Probation Officer's function and many times plays a critical role in ensuring public safety. The current process for an employee to request and get approval for access to criminal justice systems uses a web based tool to complete forms that are printed and signed. The forms are then delivered manually up the chain of command for review and approval. Once approved, the forms are delivered to the Systems Registration Unit for processing. Create an automated workflow system with electronic approval capabilities to facilitate system access requests. User will access the system either via the desktop and/or mobile devices (e.g., smartphone or tablet) to submit system access request. Request shall be routed to appropriate supervisors and managers for approval. All access requests shall be tracked in a database allowing users to check the status of their requests and send reminders to approvers as needed. Reports shall be available to track all user access granted. Students working on this project will: Develop project scope and strategy resulting in a project charter Complete requirements gathering Develop business process modeling Complete system architecture design Complete coding Complete testing Complete technology transfer to include requirements for system maintenance and support | Fields related to Engineering, Computer Sciences or Information Technology | The ideal participants should be versed in software and tools that include, but not limited to: • E Sharp • .NET • Business Process Automation (BPA) or workflow solutions | Probation Department Headquarters 9150 Imperial Highway Downey, CA 90242 | Probation | |

| Project # | Project Title | Project Description | Possible Major | Critical Skills | Location | Department | Not Active (Need to update to view) |
|-----------|---|--|--|--|--|---|--|
| 1172 | Probation Facilities Inspection Application | Probation Department managers are encouraged to visit the Department's juvenile detention facilities and report their observations. Currently, the manager completes and submit their reports manually which is time consuming and cumbersome. Many times, the managers do not receive any information about how their concerns were addressed, or how their feedback was received. The proposed project will develop a system for recording observations at a site visit using a mobile device. The system shall include a smartphone and tablet app. A database to record the observations, create basic reports, and provide ad-hoc reporting capability. The system shall have the flexibility to change the site visit observation items (questions) to adapt to future requirements. The app would presumably include the ability to take photos and file them with the reports. The system shall document and track the resolution of any issues presented during the visits and would provide managers access to feedback or progress made in the areas of concern. The system shall adhere to Departmental security and confidentiality standards. Students working on this project will: Develop project scope and strategy resulting in a project charter Complete requirements gathering Develop business process modeling Complete system architecture design Complete coding Complete testing Complete technology transfer to include requirements for system maintenance and support | Fields related to Engineering, Computer Sciences or Information Technology | <ul style="list-style-type: none"> • Kotlin • C# • NET • Business Process Automation (BPM) or workflow solutions | Probation Department Headquarters Information Systems Bureau 9150 Imperial Highway Downey, CA 90242 | Probation | |
| 1173 | Bureau of Victims Services/Direct Services App/Site | The Los Angeles District Attorney Bureau of Victims Services provides comprehensive victim services in Los Angeles County to help victims become survivors. This assistance is given independently of legal residency or citizenship. Services include crisis intervention; emergency assistance; counseling referrals; court escort and orientation; restitution assistance; returning of property; assistance with employers; and case status notification. The department serves victims with special needs (e.g., children, the elderly, persons with disabilities, etc.) and provides support in a variety of languages. The Bureau would like to enhance our level of service provision through the use of technology to better reach and connect with and support victims of crime in LA County. Although the Bureau posts information on its website, http://la.tacourts.gov , we would like to provide a simplified and easily accessible method of informing victims of crime with locations where services can be provided. Additionally, we would like to direct victims to external services that would be of immediate assistance to a crime victim. A mobile website and/or an app could expand the departments reach, but it can also allow Victims Services Representatives to better focus on service delivery through the provision of timely and geographically appropriate information. We believe that a mobile website or an app could provide innovative solutions based on location of services and other mobile features that the regular website cannot. It is of particular interest that victims would be directed to services in a location near them. Our project envisions students working closely with subject matter experts to define some of these innovative services that can be offered through mobile technology and to devise the mobile app and/or mobile website to deliver such services. | Fields related to Engineering, Computer Sciences or Information Technology | Mobile application development, web design and development, business process analysis | District Attorney's Office Remote, as well as Bureau of Victims Services HQ in El Monte | District Attorney | |
| 1174 | Public Records Acts (PRA) Request website | Develop a website for the public to request public records from the Department of Regional Planning. This is a simple request application. The project entails creating a project plan, gathering business requirements, designing the system, testing, developing documentation and implementing the website. | Fields related to Engineering, Computer Sciences or Information Technology | WordPress | Flexible. Students can meet offline. They can have weekly, biweekly meetings. We can also do Skype meetings. | Regional Planning | |
| 1175 | Conditional Use Permit Deposit Account Balances Web Application | Develop an application that displays Conditional Use Permits (CUP) account balances for draw down accounts. The Department of Regional Planning has a permitting system database. Students would use PHP code to connect to the permitting system's SQL Server database, gather the account balance data, then display the results in HTML or JavaScript. CSS would be used to style the results. | Fields related to Engineering, Computer Sciences or Information Technology | GT, PHP, JavaScript, HTML, CSS, SQL (Microsoft Project optional) | Flexible. Students can meet offline. They can have weekly, biweekly meetings. We can also do Skype meetings. | Regional Planning | |
| 1176 | Weed Abatement Ownership Annual Notice | Replace existing system with a modern web based application. Annual Notices are sent to parcel owners who have vacant/unimproved property that has overgrown weeds that have been deemed necessary to clear. The customer has several options: self remediate the situation, request the county clear the property, or nothing. If the customer chooses not to respond, the county will clear the property and bill the owner. If the owner doesn't pay, the money is then forwarded to Treasurer/Tax Collector to add outstanding bill to property tax bill. The project will require several modules: 1) External web application that will allow customer to respond online to the Notice; 2) Internal web application to collect and manage all facets of the process; 3) Standard and ad-hoc reporting/alert data reports; 4) Dashboard to display system status. | Fields related to Engineering, Computer Sciences or Information Technology | <p>Knowledgeable: PHP, C#, MVC, MySQL, SQL, ER diagramming, JavaScript/ECMAScript, jQuery, jQuery UI, bootstrap, Eclipse, XML/XSLT, JSON, virtual machines (VMWare, VirtualBox), Git, Familiar: Vue, React, data virtualization (PaaS), EnterpriseDB/postgres, virtualization: Container/Kubernetes/Docker, GIS/spatial data: ESR, Google Maps API.</p> <p>Prefer open source components with minimal investment in outside technologies. Finalized product must conform to Los Angeles County and Department standards for nomenclature, safe coding, access control (roles or function/action/activity based), and UX.</p> | Agricultural Commissioner/Weights & Measures 12300 Lower Azusa Rd, Aradale, CA | Agricultural Commissioner/Weights & Measures | |
| 1177 | Electronic Departmental Receipt Tracking | This is new application will be one module of the Budget/Fiscal Cash Ledger application. This application is designed to replace internally (at office locations) book/paper receipts. The application will interface with extracts from the County eCAPS accounting system and other internal systems to determine Invoice and Customer information. The application will provide reporting (standard and ad-hoc [real data export]) and status dashboard. This project will be designed to be portable and limit dependency on Department infrastructure. | Fields related to Engineering, Computer Sciences or Information Technology | <p>Knowledgeable: PHP, C#, MVC, MySQL, SQL, ER diagramming, JavaScript/ECMAScript, jQuery, jQuery UI, bootstrap, Eclipse, XML/XSLT, JSON, virtual machines (VMWare, VirtualBox), Git, Familiar: Vue, React, data virtualization (PaaS), EnterpriseDB/postgres, virtualization: Container/Kubernetes/Docker, GIS/spatial data: ESR, Google Maps API.</p> <p>Prefer open source components with minimal investment in outside technologies. Finalized product must conform to Los Angeles County and Department standards for nomenclature, safe coding, access control (roles or function/action/activity based), and UX.</p> | Agricultural Commissioner/Weights & Measures 12300 Lower Azusa Rd, Aradale, CA | Agricultural Commissioner/Weights & Measures | |
| 1178 | Inventory Management | Replace existing system with a modern web based application. The new application will follow each inventoried item from initial receipt of device to end of life disposal. The application must track each item for assignment into and out of inventory, annual inventory, image of the device, location of the device. The application will provide reporting (standard and ad-hoc [real data export]) and status dashboard. This project will be designed to be portable and limit dependency on Department infrastructure. | Fields related to Engineering, Computer Sciences or Information Technology | <p>Knowledgeable: PHP, C#, MVC, MySQL, SQL, ER diagramming, JavaScript/ECMAScript, jQuery, jQuery UI, bootstrap, Eclipse, XML/XSLT, JSON, virtual machines (VMWare, VirtualBox), Git, Familiar: Vue, React, data virtualization (PaaS), EnterpriseDB/postgres, virtualization: Container/Kubernetes/Docker, GIS/spatial data: ESR, Google Maps API.</p> <p>Prefer open source components with minimal investment in outside technologies. Finalized product must conform to Los Angeles County and Department standards for nomenclature, safe coding, access control (roles or function/action/activity based), and UX.</p> | Agricultural Commissioner/Weights & Measures 12300 Lower Azusa Rd, Aradale, CA | Agricultural Commissioner/Weights & Measures | |
| 1179 | Housing Portal Redesign | The Commission is seeking to upgrade its existing Tenant and Owner Portals that were originally developed in 2010. The Tenant portal allows Section 8 families to obtain, fill-out, and submit Housing Authority forms to maintain eligibility for housing programs. The Owner portal is available for landlords to view tenants' account information, examine current and historical results of housing inspections, and access all required forms. | Fields related to Engineering, Computer Sciences or Information Technology | Below is a list of technologies that we use. Students should have experience with one of the following programming languages and MS SQL 2012 or higher. ASP.NET MVC, Bootstrap, and JavaScript Framework, ASP.NET Web API, Entity Framework, Microsoft SQL server, C#, UWP, jQuery, JavaScript, CSS, JSON, AngularJS, HTML, XML, SQL. | Housing Authority 700 West Main Street Alhambra CA 91801 | Housing Authority | |
| 1180 | APS Mobile | APS Mobile will extend the investigation module of the WDACS Adult Protective Services (APS) case management system. This project calls for native mobile development to empower field workers with a set of tools and resources to protect abuse victims and help save lives. WDACS will provide design specifications, computing infrastructure and technical support. The students will have some design input and will provide mobile application development. | Fields related to Engineering, Computer Sciences or Information Technology | iPhone/iOS, c# code (with), php | Workforce Development, Aging and Community Services 3175 W. 6th St., Los Angeles, CA 90020 | Workforce Development, Aging and Community Services | |
| 1181 | Patient Tracking | Patient Tracking is a component of the BOLDH Project (Bringing Our Loved Ones Home). This is a service to dementia patients who wander from home and often become disoriented and lost. This initiative will involve the research, selection and testing of wireless tracking devices, culminating in a recommendation to WDACS. Additionally, there will be backend application development to capture data from the devices in near real time and present information to a dashboard. WDACS will provide scope guidance, computing infrastructure, technical support and devices. The students will provide evaluation results, design analysis, integration and software development. | Fields related to Engineering, Computer Sciences or Information Technology | cellular tracking devices, python, php | Workforce Development, Aging and Community Services 3175 W. 6th St., Los Angeles, CA 90021 | Workforce Development, Aging and Community Services | |
| 1182 | Remote Home Assist | Remote Home Assist will bring in-home, interactive technology to older adults, helping them maintain independence and well-being. The specific functional objectives involve developing skills for the Amazon Alexa and Actions for the Google Home Assistant to enable end users to interact with services programs and supply wireless responses. The older adults will answer a set of questions on a scheduled basis to help caregivers make remote assessments. The system will also verbalize and display schedule reminders for congregating meals, doctor appointments, senior center classes and other events. It will enable the users to call for transportation, schedule activities and obtain wellness coaching. WDACS will provide scope guidance, computing infrastructure, technical support and devices. The students will provide design analysis and software development. | Fields related to Engineering, Computer Sciences or Information Technology | Amazon Echo/Show, Google Home Assistant, python, node.js | Workforce Development, Aging and Community Services 3175 W. 6th St., Los Angeles, CA 90022 | Workforce Development, Aging and Community Services | |
| 1183 | Customer Service Center Ticketing System | The creation of a Front Counter ticketing system app that is activated in the shelter lobby and initially answers (in artificial intelligence/robot mode) any/unstandard questions for customers so that they do not have to needlessly wait in line. If they do need to wait to speak to a live person, a number/ticket is created and is notified via the app if the number is called. | Fields related to Engineering, Computer Sciences or Information Technology | Computer programming with AI and API with SQL Database programming | Animal Care and Control Downey or Palmdale/Lancaster area. | Animal Care and Control | |