



# Administrative Intern Program

County of Los Angeles ✦ Department of Human Resources



## Administrative Intern Program

Thank you so much for your interest in employment with the County of Los Angeles. The application filing period for the full-time, paid position of Administrative Intern is now closed. The filing period will reopen in the early part of 2014.

The minimum requirement for this dynamic position is a 4-year college degree. Interns come from all backgrounds, lifestyles, age groups, and with BA or BS degrees from many different fields of study. This terrific opportunity is available to the public as well as current County employees.

When the examination for this position is open, you will be able to link to the bulletin and an application. During the remainder of the year, this is an information page. You may email [AdminInterns@hr.lacounty.gov](mailto:AdminInterns@hr.lacounty.gov) if you have any questions.

**What type of work does an Intern do?** Interns perform entry level Human Resources Analyst assignments. During the first year of their internship, Interns have rotation assignments in DHR and the Chief Executive Office. In the second year, interns are assigned to various departments throughout the County of Los Angeles.

Interns conduct budget and fiscal analysis, systems and procedures analysis, organization studies, legislative analysis, classification and compensation analysis, statistical research; assist in the implementation of new programs and special projects. They prepare written reports of findings with recommendations, policies and ordinances, manuals, brochures and correspondence using a variety of computer software.

**What kind of training is involved?** Interns receive approximately 120 hours of training over two years. An orientation occurs during their first week of employment. This is where Interns receive an introduction to County Government, attend Board of Supervisors and Civil Service Commission meetings, and learn about Civil Service and Employee Relations processes.

Other trainings Interns attend are Domestic Violence Prevention, Fraud Awareness and Prevention, Sexual Harassment Prevention and other trainings designed to give Interns a broad understanding of County government and laws and regulations. Interns may also participate in Los Angeles County Learning Academy courses and attend external professional development seminars.

**What benefits are offered?** Interns receive a monthly flexible benefit plan contribution that may be used to purchase benefits. Benefit options include elective annual leave, 401K Savings and 457 Horizons Deferred Income Plans, and medical, dental, disability, life and Accident Death and Dismemberment insurance.