

MONTEREY COUNTY BOARD OF SUPERVISORS

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| MEETING: January 11, 2011 - Consent | AGENDA NO.: 49 |
| SUBJECT: | a. Adopt Resolution to accept Internship Program Annual Report; and b. Approve funding the pilot Internship Program from the General Fund as a permanent program; and c. Direct the County Administrative Office to amend the Human Resources (Unit 8049) Adopted FY2010-11 Budget to include one (1) .5 FTE Management Analyst III position; and d. Authorize the Auditor-Controller to transfer appropriations totaling \$35,104 from County Administrative Office 020 Contingencies to County Administrative Office 003 Human Resources (4/5 th Vote Required). |
| DEPARTMENT: | County Administrative Office / Human Resources |

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Adopt Resolution to accept the Internship Program Annual Report; and
- b. Approve funding the pilot Internship Program from the General Fund as a permanent program; and
- c. Direct the County Administrative Office to amend the Human Resources (Unit 8049) Adopted FY2010-11 Budget to include one (1) .5 FTE Management Analyst III position; and
- d. Authorize the Auditor-Controller to transfer appropriations totaling \$35,104 from County Administrative Office 020 Contingencies to County Administrative Office 003 Human Resources (4/5th Vote Required).

SUMMARY:

The Board of Supervisors requested staff to establish a County-wide Internship Program, which was approved on April 29, 2008 as a pilot program. Since that time, Human Resources (HR) has been funding this program through salary savings of unfilled positions. The primary objectives of the Internship Program are to promote student awareness about the diversity of County careers, enhance the education and training of the local student population, strengthen overall recruitment of a future workforce, augment and support public service through avoided costs, and to provide centralized oversight for policy compliance (Attachment B). While the program has been very successful the last two years, with the budget reductions over the past two years, HR can no longer afford to fund this program through salary savings. The vacant position needs to be filled this year and vacant positions are unlikely to exist in future years. The recommended action approves funding the pilot program as a permanent program and providing one .5 FTE position to manage the program on a permanent basis. An estimated annual budget is shown on Attachment C.

DISCUSSION:

The number of students applying for Monterey County internships has increased by 145% over the program's first pilot year in 2008. The dollar value equivalent of unpaid hours worked in the program's second year totaled \$607,097. The Internship Program's growth in popularity and overall value is a result of an increase in the number of County departments choosing to participate, improved record-keeping, and centralized coordination that provides effective

outreach to the student population seeking work experience to strengthen their career and educational goals.

As a pilot program, the County gained valuable project work from a variety of internships, as referenced in the annual report (Attachment A). These short-term projects do not replace the work of regular employees, but provide opportunities that benefit both public service and student education. Monterey County currently places undergraduate, graduate, and post-graduate students and plans to provide future outreach to high school students.

The Internship Program projects an increase in the volume of internships in subsequent years. Centralized coordination for this County-wide program establishes oversight for policy compliance, supports the continued growth in volume of public service internships, and strengthens recruitment of a future workforce. The loss of centralized coordination would negatively impact these functions and result in a significant reduction of the overall benefits to public service for the County of Monterey.

The .5 FTE Management Analyst III will provide a variety of services, resources, and guidance to County Departments to continue development of new and ongoing internships. This position will be primarily responsible for recruitment of prospective interns for all participating Departments; provide visibility of County public service careers through outreach to local and regional colleges and universities; provide oversight for policy compliance; collect and maintain data necessary for production of an annual report; provide guidance and training for staff regarding intern supervision; and all additional duties necessary to continue to grow the County-wide Internship Program.

OTHER AGENCY INVOLVEMENT:

None.

FINANCING:

The cost to fund this program for the remainder of FY 2010-11 is \$35,104. The annual cost to fund this program is \$70,416.

Prepared by:

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by Janet Silva
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Management Analyst II

Approved by:


Keith Honda
Assistant County Administrative Officer

Dated: December 22, 2010

Attachments: Internship Program Annual Report 2009-2010 (Attachment A)
Internship Program Policies and Procedures, revised 2010 (Attachment B)
Internship Program Budget (Attachment C)

cc: Mike Miller, Auditor-Controller