



Monterey County

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Board Report

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Approve and Authorize the Monterey County Assessor-County Clerk-Recorder to execute a Host Company Agreement and a Training/Internship Placement Plan between the Monterey County Assessor Department and Intrax [US Department of State (DOS) designated Exchange Visitor Program] for a student seeking public sector experience for completion of her degree for Fiscal Year 2015-16.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve and Authorize the Monterey County Assessor-County Clerk-Recorder to execute a Host Company Agreement and a Training/Internship Placement Plan between the Monterey County Assessor Department and Intrax [US Department of State (DOS) designated Exchange Visitor Program] for a student seeking public sector experience for completion of her degree for Fiscal Year 2015-16.

SUMMARY/DISCUSSION:

The Monterey County Assessor-County Clerk-Recorder requests the Board of Supervisor to approve a three month internship for an international student. The Assessor-County Clerk-Recorder was approached by an international student seeking an unpaid internship assignment for completion of her Bachelor of Arts Degree in Public Administration at the University of Applied Science in Kehl, Germany. As the department is embarking upon an aggressive cross-functional training scheme, we are in need of a temporary worker to assist the newly approved Department Training and Development Analyst in the planning, development and facilitation of appropriate training and cross-functional assignments. This specific student intern has the education, experience and level of interest that will enable her to contribute to the successful launch of our new cross-functional training program, while affording her an exceptional opportunity to be part of the workings of a public agency in the United States.

This Agreement contains a 60 day termination provision, which provides that either the County or Intrax may cancel the Agreement. Pursuant to the Agreement, Intrax USA will provide both the County and the student with the necessary supervision to ensure compliance with Federal regulations related to the intern's status in this country, as well as ensure compliance with her

home school's program standards. The Agreement requires that the Assessor will report back to Intrax regarding the intern's performance and conduct as part of the monitoring of the program. The use of the intern, in compliance with the program and Federal regulations, will not displace any permanent or temporary employee, and is in compliance with the existing County Intern Program and policies.

OTHER AGENCY INVOLVEMENT:

County Counsel and Human Resources have reviewed and approved the documents as to form.

FINANCING:

There are no fiscal provisions included in this Agreement. Approval of this Agreement will have no impact on the County General Fund.

Prepared by: Gerta McClay, Senior Personnel Analyst, x6602

Approved by: Stephen L. Vagnini, Assessor-County Clerk-Recorder, x5803

Attachments:

HOST COMPANY AGREEMENT (Intrax)
TRAINING/INTERNSHIP PLACEMENT PLAN (U.S. Department of State) (DS-7002) and
INSTRUCTIONS/INFORMATION
PROSPECTIVE INTERN INFORMATION
COUNTY INTERNSHIP PROGRAM MATERIAL