

## **INTERN – HUMAN RESOURCES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under immediate supervision, performs a variety of responsible, technical, and administrative duties in support of the District's Human Resources/Risk Management Division.

### **LEARNING BENEFITS**

Depending on their interests and background, the Intern will obtain skills and experience in recruitment, event logistics, research, HR trends, and implementation of projects. In this position, the intern will learn how to take skills acquired in school, related to particular interest and gain a better understanding of human resources.

### **CLASS CHARACTERISTICS/SUPERVISION RECEIVED**

This internship program is designed to be both educational and practical. The intern will assist the department with a wide range of activities and projects related to staff training and development, safety related programs, recruitment, compliance, employee engagement and standard transactional functions. The Intern works under the supervision of the Director of Human Resources and Risk Management.

Technical or functional work direction may be provided by from other department staff.

The selected candidate will work 20-25 hours per week, including some evenings and weekends. The term of the internship will be six months to one year.

**ESSENTIAL AND MARGINAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Perform general research and analysis on special human resources projects.
2. Provide support to the Risk Management team with safety-related programs.
3. Track, monitor and update employee certification records.
4. Help initiate staff activities and events along with handling logistics.
5. Contribute to the development and clean-up of the SharePoint intranet pages for the division, and update HR pages on The District website.
6. Recruitment; advertising/posting of open positions; assist in pre-screening for vacant positions; onboarding.
7. Develop forms, reports, spreadsheets and schedules; updates records.
8. Participate in local student career fairs and developing career marketing materials.

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### ***Essential Functions (continued)***

9. Work closely with HR/Risk staff to ensure ongoing projects are in order.
10. Perform related duties, general administrative duties, or special projects as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge and Skills:**

Familiarity with using social media platforms.  
Knowledge of standard research tools and methodologies  
Modern office methods and procedures.  
Record keeping and filing practices.  
Principles and practices of sound business communication and letter writing.  
Proficient in the use of Microsoft applications (Word/Excel/PowerPoint/Outlook); knowledge of SharePoint a plus.  
Strong interpersonal skills, excellent written and verbal communication skills.  
Excellent organization skills and attention to details.

### **Ability to:**

Organize and work on simultaneous assignments with attention to schedules and deadlines.  
Establish and maintain effective working relationships with those encountered in the course of work.  
Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.  
Provide a high level of customer service to both internal and external customers.  
Ability to carry out assigned projects to completion.

## **REQUIRED QUALIFICATIONS**

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

Knowledge of current trends and practices of human resource administration and a basic understanding of training and development, compensation and recruitment.

### **Education/Training:**

A current student or recent graduate pursuing a career in Human Resources Management.

### **License and Certificate:**

Valid Class "C" State of California Driver's License and a satisfactory driving record.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

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### **Environment:**

Standard office setting and the noise level is usually quiet. Frequent interaction with District staff and the general public.

### **Physical:**

While performing the duties of this job, employees are regularly required to sit, talk, or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and may lift up to ten pounds.

### **Mental:**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions, work under intensive deadlines and interact with managers, employees, retirees, benefit plan administrators and carriers, applicants and the public.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment.

### **Hearing:**

Hear in the normal audio range with or without correction.

**DATE ADOPTED:** July 2018

**DATE MODIFIED:** May 2022