



Steps to Request a Paid Intern Position

- Complete the Extra-Help Position Request form located [HERE](#)
 - Attach a list of intern duties/responsibilities to the form
 - Justification memo and an organizational chart is not needed
- HRS Records creates the position in CAPS+
 - A transaction ID generates. The position number is the last 7 digits of the transaction ID (e.g.: 2001234)
- Submit a NeoGov requisition when the Extra Help position is approved
 - The position number generated in CAPS+ will need to be included in the requisition
- Requisition follows approval process in NeoGov.

Steps to Fill a Paid Intern Position

- When requisition is approved, HRS initiates the recruitment process
 - HRS, in collaboration with the hiring manager, creates an internship posting
 - HRS reviews and screens applicants
 - Due to AB 2830, student intern positions must go through a competitive process
 - *Departments will be notified of any applicants who qualify under AB 2830*
 - *Learn more about AB 2830 in our [Department FAQ](#)*
- HRS Records will edit the Position Status Maintenance (PSMT) document once a candidate has been selected
 - The effective date will be the Intern's start date
 - The expiration date of all extra help paid intern positions is one year from the effective date
 - Paid Intern positions are exempt from having to request an extension at 6 months
 - Pay class code is E00P

For questions contact:
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