



## Human Resource Services

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### PAID INTERNSHIP PROGRAM GUIDELINES

Internships are designed to provide work experience that complements a student/recent graduate's specific area of academic study and career goals. The work experience should benefit and enhance the intern's education and professional objectives.

Interns may be hired at one of the three levels set forth below, based on their current enrollment in or recent graduation from one of the following academic/technical/vocational programs:

Level	Hourly Rate	Educational Requirement
Undergraduate Intern	\$16.00/hour	An Associate's or Bachelor's degree program
Graduate Intern	\$21.00/hour	An advanced degree program (Master's degree or above)
Technical Intern	\$21.00/hour	An accredited, post-secondary education or technical/vocational institution

Students can only be hired at the classification/level that corresponds with the intern's current educational level. Recent graduates must show proof that they are within six months of their post-graduation date to qualify for a paid internship.

Salaries will be reviewed annually to ensure compliance with federal and state minimum wage laws and to confirm that appropriate pay differentials between levels are maintained.

Program Parameters:

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Duration of Internship	Maximum of one (1) calendar year
Maximum # of hours worked per pay period.	Typically work approximately 15-20 hours per week on average, not to exceed 59 hours per pay period and 1040 hours per fiscal year.
Type of position used	Extra-help. Exempt from having to request a renewal after six (6) months

## PAID INTERN HIRING PROCESS

1. The Department requests approval from Human Resources for an extra-help position, based on the level of intern needed. (e.g. undergraduate, graduate or technical)
2. When the extra-help position is approved, the Department submits a Neogov requisition, including information on job duties and any preferred or desirable education or skill-sets.
3. After the requisition is approved, the assigned recruiter will work with the hiring Department to finalize the posting and open an intern recruitment on County's Job Opportunity website.
4. Human Resources will review applications during the recruitment-filing period and refer candidates to the Department for interviews.
5. The hiring manager will identify a selected candidate consistent with current hiring practices; however, preference will be given to qualified applicants who are members of a disadvantaged group in accordance with Government Code section 31000.11.
6. The hiring manager will provide the hiring decision and related paperwork to Human Resources.
7. Human Resources will extend the job offer and coordinate the new hire process.

Contact your department's Assistant Recruitment Manager or the HRS Volunteer/Intern Program Manager regarding any questions related to paid internships.

### Exemptions:

Existing programs such as OC Public Defender Law Clerks, OC Public Works Apprenticeship Program and HCA Staff Aide will continue to operate under their current process.