



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Ito, Human Resources Consultant
Date: September 27, 2016

Subject: Establish Student Intern classification and abolish Student Worker-Deep Class, Administrative Intern-Deep Class and Library Student Assistant

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21961 to establish the classifications of Student Intern, Level I (998A) (unrepresented) at salary plan and grade FS5 101 (\$\$10.00 - \$11.03), Student Intern, Level II (998B) (unrepresented) at salary plan and grade FS5 102 (\$\$11.58 - \$14.08), Student Intern, Level III (998C) (unrepresented) at salary plan and grade FS5 103 (\$14.77 - \$17.95), Student Intern, Level IV (998D) (unrepresented) at salary plan and grade FS5 104 (\$\$18.86 - \$22.92), and Student Intern, Level V (998E) (unrepresented) at salary plan and grade FS5 105 (\$24.07 - \$29.26) effective September 27, 2016; and abolish the classifications of Student Worker - Deep Class (999E) (unrepresented), Administrative Intern – Deep Class (AP9A) (unrepresented) and Library Student Assistant – Exempt (3KW2) (unrepresented), effective December 31, 2016.

FISCAL IMPACT:

Departments will transition qualified employees from the classes of Student Worker - Deep Class, Administrative Intern – Deep Class and Library Student Assistant – Exempt Classifications into the Student Intern classification prior to December 31, 2016. Any increased costs will be absorbed by operating departments using the classification. There are no additional pension expenses as individuals occupying the new classification will be

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/27/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 27, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Lisa Lopez, Assistant Director
of Human Resources 335-1779

By: June McHuen, Deputy

temporary employees and not entitled to pension benefits.

BACKGROUND:

The Student Intern classification is being established, replacing three outdated and obsolete classes, to provide practical and meaningful work experience for students while providing temporary service to operating departments. This multiple level classification is designed for the employment of students and recent graduates on a limited-term hourly basis up to 25 hours per week. Student Interns may work up to forty (40) hours per week for up to twelve weeks during summer break (May through September). The Student Intern classification is a County-wide classification and duties performed will vary in scope of activity depending on the assigned department and level. Students can advance in both level and pay based on education and operational need. Appointment to this temporary class is restricted to students enrolled in, or recent graduates of, an accredited high school, technical school, junior college, or four-year college or university. Incumbent curriculum must lead to a diploma, program certificate, Associate, Bachelor or advanced degree. This classification will provide a means of temporary employment whereby students may become familiar with the practical application of courses being studied and other areas of interest and is anticipated to provide an opportunity for students to transition into regular county employment. Incumbents will be temporary employees; no regular permanent appointments will be made to this class. Student Interns will not be used in lieu of hiring regular county employees.

CONSEQUENCE OF NEGATIVE ACTION:

Departments will continue to struggle with outdated intern/worker classifications that do not meet the needs of the County.

ATTACHMENTS

P300 21961

P300 21961 Attachment