

INTERNSHIP



OPPORTUNITY

HUMAN RESOURCES INTERN - #1944

OPEN UNTIL FILLED (Opened 3/15/10)

20 hours Per Week

\$15.00 Hourly

THE POSITION

The City of Redwood City is seeking a personable, value-driven team player to fill the position of Human Resources Intern in the Human Resources Department, for Summer, 2010. This internship provides an excellent opportunity for an enthusiastic and creative "people person" seeking variety and challenge. This position will report to a Management Analyst and will be responsible for completing a variety of special projects in the department.

Typical duties may include the following:

Researching, compiling, and analyzing data relevant to a revision of the City's Personnel Rules and Regulations; enhancement of the Human Resources Department's intranet site; conceptualizing/creation of a self-service station on the first floor of City Hall; and reviewing and improving outreach/diversity efforts. Also, may occasionally be asked to assist other Human Resources staff with brief projects in the areas of recruitment, workers' compensation, benefits, organizational/employee development.

THE IDEAL CANDIDATE

Will embrace the City's core values and have a strong customer service orientation; be detail-oriented and able to manage multiple tasks successfully; will handle a variety of responsible projects and have the ability to synthesize, summarize, evaluate, and/or identify information and problems; will use initiative and sound independent judgment to analyze relevant data; is able to take direction and follow established policies and procedures; will be a team player who likes working with a variety of City staff; will be versatile and flexible; will have a sense of humor; will be well-versed in Word, Excel, and PowerPoint; and will be interested in learning emerging software.

MINIMUM QUALIFICATIONS

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:

Education & Experience

One year of college coursework in a related field. One year of responsible administrative experience is desirable; and one year of work experience with a public agency is preferred, but not required.

Knowledge of:

- Desktop software
- Standard office practices and procedures
- Records management principles and practices
- Computer applications related to the work

Skill to:

- Use software such as spreadsheets, word-processing, database, desktop publishing; and prepare PowerPoint or other appropriate presentations
- Prepare and maintain reports and extensive records

Ability to:

- Communicate effectively, orally and in writing, and work cooperatively with other departments, City officials, and outside agencies
- Perform analytical work and prepare clear and concise reports
- Use tact and discretion in dealing with those contacted in the course of work
- Motivate self and others while working independently or as part of a team
- Plan, develop, review and complete projects in a timely manner
- Interpret and apply administrative and departmental policies and procedures

APPLICATION PROCESS

A City Application is required.

Applications may be obtained in one of the following ways:

1. Apply online at www.calopps.org, Member City: Redwood City
2. Visit our web site @ www.redwoodcity.org to print the application form.
3. Call our 24-hour Job Hotline at (650) 780-7292. TDD is available during normal business hours for hearing impaired at: (650) 780-7265
4. Visit the City of Redwood City Department of Human Resources (Monday-Friday, 8am-5pm) at 1017 Middlefield Road, Redwood City, California 94063

Candidates with a disability who may require special assistance in any phase of the application or selection process should advise the Department of Human Resources upon submittal of application.

SELECTION PROCESS

All applications and supplemental materials will be reviewed for neatness, accuracy, completion, relevant education, experience, training and other job related qualifications. The most appropriately qualified candidates will be invited to participate in an interview with the Human Resources Department. *If there is an interest, based on your application and resume, you will be contacted by the Human Resources Department.*

The specifics of the interview will be mailed to those qualifying candidates. Prior to appointment, candidates will be required to pass a background check, at no cost to the candidate. The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.

The City of Redwood City is proud to be an Equal Opportunity Employer!

NOTE: *Earnings from this job are not covered under Social Security. When you retire you may receive a pension based on earnings from this job. If you do, your pension may affect the amount of Social Security benefits you may receive. For more information go to www.socialsecurity.gov/form1945*

CITY CORE VALUES

We are an exceptional organization and a leader in the Bay Area. The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

THE CITY OF REDWOOD CITY IS A GREAT PLACE TO WORK!

Note: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice.