



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 08/02/16

**Title:** Classification and Compensation Matters - New Classification - 7007 Intern - Unclassified

### Introduction/Background:

Currently, we are utilizing both the 7010/Senior Clerk-Unclassified and the 7020/Special Staff Assistant-Unclassified classifications for paid internships conducted under Administrative Procedure 3-22. These classifications are also used throughout the county by a variety of departments for regular unclassified positions other than paid internships. This makes tracking participants within paid internship programs difficult. The new 7007/Intern-Unclassified classification has been created to be used solely for employees in paid internships to enable more accurate reporting of Internship participants.

### Discussion:

Currently, it is very labor intensive to identify employees who are/have been participants in paid internship programs within Pima County. Having a classification specifically for interns will provide increased ability for County management to more accurately identify, track and report on employees in paid internship programs.

### Conclusion:

Utilizing the 7007/Intern-Unclassified classification, we will enhance the County's ability to track and report on participants within internship programs.

### Recommendation:

It is recommended that Class Code: 7007, Classification Title: Intern-Unclassified, Salary Grade: U1, Salary Range: \$21,424 - \$67,476, EEO Code: 6 (Administrative Support), FLSA Code: Non-Exempt (Paid Overtime), be approved, and effective upon adoption.

### Fiscal Impact:

The creation of this new classification has no immediate cost impacts to the County as any additional costs incurred in hiring positions allocated to this classification will be borne by the hiring departments from within their current budgets. Cost impacts in future budget years will be planned for by departments desiring to use the classification through the County's normal budget process.

### Board of Supervisor District:

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All

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Department: Human Resources

Telephone: 724-8111

Department Director Signature/Date:

*M. B. Jans* 6/23/16

Deputy County Administrator Signature/Date:

*John Burke* 6-23-16

County Administrator Signature/Date:

*C. D. Culverberg* 6/23/16

<u>Code:</u> 7007
<u>Title:</u> INTERN - UNCLASSIFIED

**SUMMARY:** This classification is used for paid internship positions within a County approved internship program. This classification is differentiated from the 2311/Engineering Intern and 2747/Architect Intern classifications which are specific to the engineering or architectural work environments. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Positions within this classification will perform a variety of administrative, operational or technical tasks as assigned by the department in conjunction with the approved internship plan.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- functions and tasks relating to the area of assignment and within the guidelines of the approved internship program.

Skill in:

- performing the functions and tasks relating to the area of assignment and within the guidelines of the approved internship program.

**DESIRED QUALIFICATIONS:**

Desired qualifications will be determined by the Appointing Authority at the time of recruitment in accordance with the approved County Professional Internship Program.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions may require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.