



## *City of Long Beach* *Employment Opportunity*

### **HUMAN RESOURCES INTERN (MANAGEMENT OR SR. ADMINISTRATIVE INTERN )**

Job Number: HR22-028 (FY 23)

**SALARY:** \$18.32 - \$22.57 Hourly

**OPENING DATE:** 10/27/22

**CLOSING DATE:** 11/21/22 04:30 PM

### **DESCRIPTION:**



### **THE COMMUNITY**

Ideally located on the Pacific Ocean south of Los Angeles and just west of Orange County, Long Beach is the seventh-largest city in the State of California. Offering all the world-class amenities of a large metropolitan city, coupled with its strong sense of community and pride, Long Beach is one of the most vibrant communities in the country. The City has been referred to as the "Most Diverse City" in the country by USA Today and one of the "Best Communities for Young People" two years in a row. With its ideal location in Southern California, year-round comfortable climate, healthy business environment, and far-ranging cultural pursuits, the City is alive with activity. Long Beach is home to an abundance of cultural and recreational options. Expansive beaches, three marinas, five golf courses, the Aquarium of the Pacific, the Queen Mary, and the annual Grand Prix of Long Beach serve to draw 6.5 million visitors a year. The City's full-service commercial airport has preferred flight schedules, carriers, and overall accessibility that makes it the travel-friendly alternative to other Southern California airports. In addition, Los Angeles' rail transit system, the most used light rail system in the country, connects the city to the entire region. Long Beach continues to make significant investments in its parks, beaches, streets, and other amenities (including a new city hall) indicative of the financial stability and health of the City.

### **CITY GOVERNMENT**

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a Mayor that is elected at large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board, or Commission. The City of Long Beach provides all traditional public services. In addition to its traditional services, the City also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. Long Beach also has its own full-service commercial airport and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY 2022 budget of approximately \$3 billion, with the General Fund budget totaling \$625 million. More than 5,900 full and part-time employees support municipal operations with the majority being represented by eleven employee associations. To learn more about the City of Long Beach, go to: [www.longbeach.gov](http://www.longbeach.gov).

### **THE DEPARTMENT**

The Human Resources Department provides the full range of human resources supports services to 22 departments throughout the City. HR's services include labor relations, employee relations, benefits, training, salary and classification administration, HRIS administration, oversight of

personnel investigations, EEO compliance, occupational health services, risk management, and safety compliance. We believe that the City's greatest assets are its employees, and take great pride in managing the systems that support a highly productive, innovative, caring, and customer-oriented workforce. Our mission is to provide leadership and operational support to City departments to enhance their ability to recruit and retain a qualified, diverse workforce and to effectively manage business risk. We are committed to being strategic partners with all departments to ensure that the City has the talent and resources needed to provide great services to the community.

### **EXAMPLES OF DUTIES:**



### **THE POSITION**

The Department of Human Resources currently has one Management Intern position under the Administration Division. This position will report to the Administrative Officer who provides internal services to the Department of Human Resources and the City Manager's Office. This position will also assist other divisions within the Department of Human Resources. These positions are capped at a max of 1,600 hours per year.

This position will assist with the day-to-day administration of departmental needs and both short-term and long-term projects. This position may also rotate through the various division in the Department to assist with immediate assignments and/or projects. Applicants must be enrolled/attending school.

- **Senior Administrative Intern Salary Range: \$18.320 to \$19.888 per hour**
- **Management Intern: \$19.098 to \$22.573 per hour**

The candidate pool generated from this recruitment may be used to fill other intern positions within the Human Resources Department. There is a potential for four (4) interns to work in the various divisions.

### **EXAMPLE OF DUTIES:**

- Coordinates with the Administrative Officer on day-to-day tasks that may arise;
- Create new job postings and assist with recruitment needs;
- Assist with the processing of personnel or benefit transactions for City staff;
- Assist others with Technology requests and various technology needs;
- Assist with budget reports and projections for the Department of Human Resources;
- Serve as a liaison to divisions within Human Resources for the resolution of day-to-day administrative issues;
- Responds to inquiries from the public, vendors, and outside agencies by telephone and email;
- Assist with the release of Requests for Proposals (RFPs), setting up Contracts and Purchase Orders (POs);
- Assist with posting announcements on both the intranet and intranet;

- Assist with training and development;
- Interns may also be rotated through the various divisions in Human Resources to enhance their learning experience.
- Performs other related duties as required.

#### **DESIRABLE QUALIFICATIONS:**

- Experience working in Human Resources;
- Strong work ethic and attendance record;
- Attention to detail and the ability to maintain professional work relationships;
- Interest in learning about Human Resources;
- Proficient in the use of PowerPoint, Excel, Visio, and other online applications;
- Ability to communicate effectively verbally and in writing;
- Quick to adapt to new situations;
- Available to work a minimum of 16 hours per week during regular M-F, 8 am-5 pm work schedule. Preferable M, W, and F (24 hrs) or T and TH (16 hrs).

These positions do not participate in the hybrid work schedule as they provide internal services along with the other staff in the Administration Division.

Part-time employees become eligible for benefits once they meet the required threshold.

#### **REQUIREMENTS TO FILE:**



#### **Education:**

- **Senior Administrative Intern** – Must be enrolled in a bachelor's degree program in a junior or senior standing or enrolled in graduate-level courses in the fields of political science, public administration, public policy, or a closely related field from an accredited college or university
- **Management Intern** – Must be enrolled in a master's degree program from an accredited college or university with six (6) months of paid experience or volunteer work in the fields of political science, public administration, public policy, or a closely related field from an accredited college or university

Copies (official or unofficial) of transcripts and degrees/diplomas must be included in the application package.

Experience: Six (6) months of paid experience or comparable paid/unpaid volunteer experience are required for the Management Intern level position in addition to the educational requirements.

No experience is required for the Senior Administrative Intern level positions.

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of

**SELECTION PROCEDURE:**

This recruitment will close on **November 21, 2022, at 4:30 pm**. To be considered for this opportunity, applicants must submit a resume, cover letter, work, or school-related work sample that demonstrates (no more than 10 pages in length) the applicant's analytical and writing skills, and copies of their transcript and degrees. All documents must be submitted in PDF format.

If the applicant recently graduated from a bachelor's degree program, a copy of the acceptance letter into the master's program must be included.

The candidate pool generated from this recruitment may be used to fill other intern positions within the Human Resources Department.

**Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.**



This information is available in an alternative format by request at the agency contact on the bulletin. If special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

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An Equal Employment Opportunity

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

411 W. Ocean Blvd., 10th Fl  
Long Beach, CA 90802  
(562) 570-6372

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**HUMAN RESOURCES INTERN (MANAGEMENT OR SR. ADMINISTRATIVE INTERN )**  
**Supplemental Questionnaire**

- \* 1. This position requires you to attach a resume, a cover letter, and a school/work sample no more than 10 pages in length along with copies (official or unofficial) of school transcripts and diplomas in order to be considered for the position. All documents must be in PDF format. Did you attach them to this application?

☐ Yes   ☐ No

\* Required Question