

The Los Angeles County Office of Education

Is dedicated to equal employment opportunity and fosters a workforce that embraces and reflects the rich diversity of Los Angeles County.

Human Resources Intern

\$17.77 per Hour

<i>Opportunity for TEMPORARY EMPLOYMENT</i>	Applications must be received by: June 23, 2017 5:00 P.M. (Pacific)	<i>Most temporary positions do not include benefits or paid time off except as provided by law.</i>
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Los Angeles County Office of Education, Personnel Commission, has an excellent internship opportunity for graduate students interested in professional work in recruitment, selection, and classification. The Human Resources Intern performs entry-level analytical personnel work under immediate supervision on a part-time basis while pursuing an advanced degree; undergoes training in the techniques used in job analysis, recruitment, test administration, classification and compensation, and assists experienced Human Resource Analysts in the aforementioned areas. The internship provides an opportunity to apply graduate course content and/or to complete graduate course practicum or internship requirements for graduation.

The Well Qualified Candidate Will Possess the Following:

Knowledge

- Job analysis and classification techniques
- Basic psychometrics
- Basic principles of human resources management
- Basic statistical concepts and graphic and tabular presentation of data
- MS Word, Excel, PowerPoint, Access

Competencies

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Learning Agility – Seeking learning opportunities and applying the lessons to one's work
- Self-Management – Showing personal organization, self-discipline, and dependability
- Oral Communication – Engaging effectively in dialogue
- Presentation Skill – Formally delivering information to groups
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Teamwork – Collaborating with others to achieve shared goals

Required Education and Experience (must be met by 06/23/2017)

Education: Status as a graduate student and continued enrollment in a graduate level program at a recognized college or university, and preferably supplemented by courses in industrial psychology, organizational development, public administration, human resources, or applied statistics.

Experience: No experience is required. Internships expire after a maximum of one year, and interns will be assigned to work up to 24 hours a week.

Additional Requirements: A valid California Driver License and use of an automobile may be required in some positions.

Selection Process

Candidates, who meet the minimum requirements above, will be invited to participate in a selection interview in late June or early July.

Reasonable accommodations in completing an application and interviewing are available to individuals with disabilities. If you would like to request an accommodation, please call (562) 803-8360 as early as possible.

To apply:

Email your résumé and letter of intent to:

Shirley Chang, Human Resources Coordinator
chang_shirley@lacoedu

LACOE Personnel Commission, 9300 Imperial Hwy, EC-Annex, Downey, CA 90242
Phone: 562.803.8360 -- Contact: **Shirley Chang** -- (M-F 8:00am–5:00pm)
For complete application information, please go to www.personnelcommission.com

This announcement does not constitute an implied contract. Any part of this announcement is subject to change.
