



## Agenda Report

20-273

Agenda Date: 4/7/2020

### REPORT TO COUNCIL

#### **SUBJECT**

Action to Approve Various As-Needed Class Specifications for the Student Internship Program and Adopt a Resolution Approving and Adopting Updated Salary Plans for Various As-Needed Positions [Council Pillar: Manage Strategically Our Workforce Capacity and Resources]

#### **BACKGROUND**

Sections 4 and 6 of the Personnel and Salary Resolution require City Council approval of new job classifications and specifications. Section 9 of the Personnel and Salary Resolution requires City Council approval of compensation plans for both classified and unclassified positions. California Code Regulations Section 570.5 governs and requires the adoption of updated publicly available salary schedules by the governing body. The proposed Council action satisfies these applicable requirements.

#### **Retitled and Revised Class Specifications**

The as-needed Intern (Job Code 497) class specification has been modified to Student Intern I/II/III (Job Code 497/498/504) to distinguish the minimum qualifications, scope of work performed, and salary ranges. The expansion of the student internship program creates internship opportunities for both high school and college (undergraduate and graduate) students.

#### **Approval and Adoption of the Salary Plans for Various Classified, Unclassified, and As-Needed Positions**

The As-Needed Salary Plan has been modified to reflect the modification to the Student Intern I/II/III (formerly Intern) classification.

#### **DISCUSSION**

#### **Retitled and Revised Intern Class Specification**

The City Council approved funding in the operating budget for the Fiscal Year 2019/20 and 2020/21 of \$100,000 in both fiscal years for the Human Resources Department to implement a summer internship program for high school students to gain professional exposure to public service and engage in work experience that could stimulate interest in future opportunities in the public sector. Simultaneously, the Human Resources Department revamped the current internship program to be a formalized process for hiring undergraduate and graduate student interns to promote collaborative partnerships with colleges and universities to increase visibility on campuses to encourage students to apply and highlight the City of Santa Clara as an employer of choice. Alongside the program, a Student Internship Policy was developed to define the eligibility, hiring procedures, scope of work,

time limit, and termination for the various levels. The Human Resources Department has been working with several agencies to promote targeted outreach to students through partnerships with NOVA Job Center and the Santa Clara Unified School District to connect with high school students. The Human Resources Department has also been increasing visibility through attendance at career fairs on college campuses at surrounding Bay Area colleges and universities and collaborating with NextGen for marketing strategies. In FY 2019/20, the Human Resources Department collaborated with City departments to attend seven career fairs and is scheduled to attend two more career fairs this fiscal year.

With the funding allocated for the High School Internship Program, the Human Resources Department will fund high school interns through fiscal year 2021, as funding is available by fiscal year. The Department also intends to host networking and speed coaching events for interns to be acclimated to the City's processes and establish working relationships with their supervisors and peers. Additionally, trainings will be provided to staff who are responsible for the supervision and mentorship of the student intern to ensure that they are successful in their roles.

The Intern class specification has been modified to Student Intern I/II/III to distinguish the minimum qualifications, scope of duties, and salary for the various levels.

Student Intern I (formerly Intern) (Job Code 497) - with an hourly range of \$15.40 - \$18.72. The Student Intern I will be high school students enrolled in regular high-school classes or those enrolled in an alternative vocational high-school or students working toward high school equivalency. Incumbents work under immediate supervision and may work in an assistant capacity.

Student Intern II (Job Code 498) - with an hourly range of \$20.15 - \$24.50. The Student Intern II will be undergraduate students enrolled in an accredited college or university in an undergraduate program. Incumbents may work on developing and evaluating information or related special assignments in accordance with established policies and procedures and assist professional staff members for ongoing project work.

Student Intern III (Job Code 504) - with an hourly range of \$23.17 - \$28.18. The Student Intern III will be students enrolled in an accredited university in a graduate program and performs work of moderate difficulty in an established functional area and assists in various works functions such as work management, generalized review and analysis, budget preparations, organizational development, systems or personnel analysis.

#### Approval and Adoption of the Salary Plan for Classified, Unclassified, and As-needed Positions

The As-Needed Salary Plan is recommended to be modified to:

Retitle and adjust the salary range for Student Intern I (formerly Intern) (Job Code 497) - with an hourly range of \$15.40 - \$18.72.

Create Student Intern II (Job Code 498) - with an hourly range of \$20.15 - \$24.50.

Create Student Intern III (Job Code 504) - with an hourly range of \$23.17 - \$28.18.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California

Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

### **FISCAL IMPACT**

The Human Resources Department intends to use \$100,000 allocated in the FY 2019/20 and FY 2020/21 Adopted Operating Budget to fund the High School Internship Program. Additional costs for extensions of Student Intern I beyond the allocated funding will be absorbed by the respective department operating budget. Costs to fund undergraduate and graduate students (Student Intern II/III) will be absorbed by departments operating budget.

There are 12 current as-needed employees in the current Intern (Job Code 497) classification. Four (4) employees classified in the current Intern classification that are not actively enrolled in a college or university will be placed in either the Associate Consultant or Consultant classification and remain with the City in an as-needed capacity but will not be considered as part of the formal internship program. There will be no adjustment to their salary. Eight (8) of the current as-needed employees will be moved into the respective Student Intern II/III (Job Code 498 and 504) classifications. The estimated impact for Fiscal Year 2019/20 is approximately \$6,000 to move 8 Interns to the Student Intern II/III classification due to salary adjustments. These costs will be absorbed by the department budget.

### **COORDINATION**

This report has been coordinated with the Finance Department and City Attorney's Office.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email [clerk@santaclaraca.gov](mailto:clerk@santaclaraca.gov) <<mailto:clerk@santaclaraca.gov>> .

### **RECOMMENDATION**

1. Approve modifications to various class specifications and establish salary ranges: Revise and retile Student Intern I and create the Student Intern II/III class specifications; and
2. Adopt a Resolution approving the revised salary plans for various as-needed positions to satisfy the requirements of California Code of Regulations Section 570.5.

Reviewed by: Aracely Azevedo, Director of Human Resources

Approved by: Deanna J. Santana, City Manager

### **ATTACHMENTS**

1. Student Intern I/II/III Class Specification
2. As-Needed Salary Plan effective 04-19-2020 and approved 04-07-2020
3. Salary Plan Resolution