



**CITY COUNCIL AGENDA ITEM NO. G.1
10/24/2023**

SUBJECT: Establish the Intern classification, job description, and salary range

DEPARTMENT: Human Resources

STAFF: Sukari Beshears, Director of Human Resources/Risk Manager
Ashley Sosa, Management Analyst

TITLE/RECOMMENDATION

Adopt a Resolution establishing the Intern classification, job description, and salary range; and authorize the City Manager with administrative authority to implement the Intern Classification.

FISCAL IMPACT

Funding of \$26,418 was included in the adopted 2022/23 – 2023/24 General Fund Operating Budget which would fund up to four (4) interns and related program costs.

BACKGROUND

Maintaining quality of life in Brentwood is a high priority for the City Council and requires planning and allocation of resources. A Strategic Plan enhances the City's planning efforts and the identification of high priorities for the City Council.

The City Council participated in strategic plan workshops October 9-10, 2019 to discuss the draft City of Brentwood Strategic Plan FY 2020/21 – FY 2021/22. The City Council discussed, reviewed, and provided staff with additional direction on various strategic initiatives during the strategic plan workshops.

On February 25, 2020, City Council adopted Resolution 2020-29 to a) approve and adopt the City of Brentwood Strategic Plan FY 2020/21 – FY 2021/22, and b) direct staff to incorporate the costs associated with the Strategic Plan into the FY 2020/21 and FY 2021/22 Operating Budget, the Capital Improvement Program (CIP) Budget, and the ten-year General Fund Fiscal Model. One of the strategic initiatives included development of an Internship Program under Focus Area 6: Fiscal Sustainability and Operational Management. There are four (4) Internships approved in the City's Operating Budget.



CITY COUNCIL AGENDA ITEM NO. G.1 10/24/2023

On March 17, 2020, the City ceased non-essential operations and services at physical work locations and facilities due to the Coronavirus (COVID-19) pandemic. Based on the impacts of COVID-19, staff postponed the implementation of the program until employees were back to work in the physical work locations to ensure the interns receive a meaningful internship experience. Program development began in 2023, when the City implemented a regular, Remote Work Policy and a consistency staff presence at the physical work locations was in place.

The four (4) approved internships allowed staff to focus on developing a sustainable and manageable program. Introducing a new program with a small group allows proper assessment and evaluation of the Program to determine the needs going forward, and make adjustments as necessary prior to seeking an increase in resources to expand the Program.

A successful program begins with collaboration inside and outside the organization. Phase one of the Program will be with Liberty Union High School District (LUHSD) students. Thorough collaborative efforts with representatives of LUHSD and the City, they were able to develop an initial plan and guidelines for the Program. The Interns will participate in structured training and mentorship to gain exposure to local government and explore public sector career options presented through direct experience.

Human Resources Department staff reviewed the body of work and developed the proposed Intern classification, job description, and salary range (Exhibit A). This information was reviewed by Koff & Associates, a division of Gallagher Benefit Service, Inc, a consulting firm conducting the current citywide Classification and Compensation study. Based on the duties and responsibilities proposed in the new classification, it is similar to limited service unrepresented classifications. Therefore, staff recommends that the Interns be unrepresented and at-will. Staff also recommends the Interns be limited service where they are employed by the City for no more than six (6) months and no more than 1,000 in a fiscal year. The salary range proposed was set based on internal alignment with other City limited service classifications.

Staff recommends approval of the Intern classification, job description, and salary range. This staff report and related attachments have been reviewed by the City Attorney and outside legal counsel that specializes in employment law.

CITY COUNCIL STRATEGIC INITIATIVE

Focus Area 6: Fiscal Sustainability and Operational Management



**CITY COUNCIL AGENDA ITEM NO. G.1
10/24/2023**

PREVIOUS ACTION

Previous Action by the City Council is included on Attachment 1.

ATTACHMENT(S)

1. Previous Action
2. Resolution
3. Exhibit A – Intern Job Description
4. Exhibit B - Internship Guidelines