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## Office/Department: Air Quality

**Intern Supervisor(s) Name & Title:** Frank Schinzel, Government Liaison

**Intern Supervisor(s) Phone Number:** Mike Fulton, 602.506.5150

**Intern Supervisor(s) Email Address:** MichaelFulton@mail.maricopa.gov

### Project Scope & Intended Outcomes:

The Air Quality Department MCLEAPS Interns (2) will work in the Office of the Director and be exposed to programs and management throughout the department.

### Some specific projects the intern would potentially be involved with include:

- Assist Government Liaison to develop positive relationships with other government agencies.
- Assist in designing and developing outreach plans to enhance department outreach goals.
- Advance educational outreach projects focused on schools in Maricopa County.
- Attend stakeholder meetings on variety of issues pertaining to air quality and compliance.
- Review policies to evaluate understandability and applicability.
- Perform comprehensive research and analysis on government-related air quality issues
- Identify program elements that may benefit from the application of sustainability concepts.
- Assist in the evaluation of internal department performance measures, benchmark current measures against best practices, and recommend modifications and/or changes.
- Provide input on possible improvements to the department
- Develop and/or update databases
  - Students will learn about how government works by seeing how policies, regulations and outreach efforts are developed and implemented

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## Office/Department: MCESA

**Office/Department Website:** mcesa.info

**Intern Supervisor(s) Name & Title:** Marc Kuffner

**Intern Supervisor(s) Phone Number:** 506.2068

**Intern Supervisor(s) Email Address:** marc.kuffner@mcesa.maricopa.gov

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### Project Scope & Intended Outcomes:

By the end of the semester, the intern would be able to:

- Use analytics to analyze Maricopa County school audits and make detailed recommendations for classroom professional development designed to support school financial employees in directing more money into the classrooms.
- Identify and report on audit impacts to Maricopa County School districts.
- Create standard operating procedures that MCESA's school finance staff will utilize for the analysis of future audits and recommend potential legislative changes as applicable.

### Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):

Able to create a working and scalable database. An operational management background is a plus.

## Office/Department: Environmental Services Department

**Office/Department Website:** [www.ESD.Maricopa.gov](http://www.ESD.Maricopa.gov)

**Intern Supervisor(s) Name & Title:** Johnny Diloné - Media & Community Relations Manager

**Intern Supervisor(s) Phone Number:** (602) 525-2423

**Intern Supervisor(s) Email Address:** [jdilone@mail.maricopa.gov](mailto:jdilone@mail.maricopa.gov)

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### **Project Scope & Intended Outcomes:**

This is an opportunity for an intern to learn about the different services our department provides to the community (e.g. Food-related business plan approval and inspection, Aquatic Health & Safety programs, Vector Control's mosquito abatement program, and others) and the internal organizational structure that allows us to deliver these services with the highest level of quality customer service. Intern would spend several work days with staff from each program and when possible, conduct ride-a-longs to learn about their different work/duties.

Through this experience, the intern should expand their personal knowledge of our department-related jobs and opportunities. The Intern should get a better understanding of public service in general and of county government tasks, functions, and opportunities. In summary, the intern will gain professional development, build their resume, obtain real world experience, make contacts within Maricopa County, as well as interact with other public and private agencies.

### **Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):**

The intern should be creative, self-motivated and display some interest in any of the different services and programs that our department provides. The intern's goals should be aligned with the vision and mission of the department (i.e. develop and foster innovative environmental health protection programs in order to provide safe food, water, waste disposal and vector borne disease reduction controls to the people of Maricopa County, so that they may enjoy living in a healthy and safe community).

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## Office/Department: MCDOT/Finance

**Office/Department Website:** <http://www.mcdot.maricopa.gov/3904/MCDOT>

**Intern Supervisor(s) Name & Title:** Darrell Funk, Financial Services Manager

**Intern Supervisor(s) Phone Number:** 602-506-8644

**Intern Supervisor(s) Email Address:** [darrellfunk@mail.maricopa.gov](mailto:darrellfunk@mail.maricopa.gov)

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### **Project Scope & Intended Outcomes:**

The intern will be exposed to the budget development process at MCDOT, including the Operating and CIP/TIP. They will attend monthly budget status meetings conducted with each division at MCDOT. The intern will also touch on other areas in the Finance Division, such as payroll, accounts payable and accounts receivable. Specific projects to be completed would include developing a HURF revenue model, validating current asset valuations, and develop a five-year plan for preservation and maintenance of the MCDOT roadway system.

### **Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):**

Accounting or Finance related academic disciplines would be preferred

## **Office/Department: MCAO Victim Services Division**

**Office/Department Website:** <http://www.maricopacountyattorney.org/>

**Intern Supervisor(s) Name & Title:**

Susie Checkett-Lopez, Bureau Chief, Victim Services Division (VSD)

Timothy Siegel, Trainer, Intern and Volunteer Coordinator, Victim Services Division (VSD)

**Intern Supervisor(s) Phone Number:** 602-372-0203

**Intern Supervisor(s) Email Address:** siegelt@mcao.maricopa.gov

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**Project Scope & Intended Outcomes:**

The Maricopa County Attorney's Office – Victim Services Division is committed to empowering victims of crime to exercise their rights. Victim Services strives to promote fairness, respect, and dignity for crime victims while advocating for their constitutional rights. Interns from the MCLEAPs Program would provide assistance, information, and services to victims of various crimes.

Our goal for interns is to perform duties that are consistent with assisting the Victim Advocates and the VSD staff in delivering quality victim advocacy and supportive services to victims of crime.

A few examples of these expectations are as follows:

- Contact victim(s) to provide case and criminal justice information throughout the course of prosecution.
- Explain victim rights and criminal justice system.
- Identify and make community agency referrals as needed.
- Provide emotional support, empathetic and active listening.
- Escort victim(s) to court appearances as requested.
- Assist in coordinating transportation for victim(s) to court hearings or interview(s) at request of advocate(s) or attorney(s).
- Utilize computer systems to research case status.
- Document all communication accurately in the Maricopa County Attorney Computer System.

**Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):**

Demonstrated interpersonal communication skills in establishing rapport, exercising good judgment; proven verbal and written communication skills. Knowledge of research and data collection methods and computer applications.

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**Office/Department:** Maricopa County Juvenile Probation Department

**Office/Department Website:** <https://www.superiorcourt.maricopa.gov/JuvenileProbation/Index.asp>

**Intern Supervisor(s) Name & Title:** Teresa Tschupp, Administrative Director/Operational Manager

**Intern Supervisor(s) Phone Number:** 602-506-4442

**Intern Supervisor(s) Email Address:** [tschuppt@juvenile.maricopa.gov](mailto:tschuppt@juvenile.maricopa.gov)

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**Project Scope & Intended Outcomes:**

The primary focus for MCLEAPS Intern(s) will be an immersion into this department with exposure to the varied roles within probation and detention, from badged officers to support teams and more. Interns will participate as a student in the Juvenile Detention Academy in addition to many other training opportunities. Projects will be short term, to allow for greatest exposure opportunities. Emphasis is more on what the intern will learn and experience and less emphasis is placed on the project outcomes.

**Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets):**

Preference will be for those who are seeking a career making a positive difference in the lives of youth through direct client contact, supportive services or data/research.

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**Office/Department:** RAPS/Court Administration

**Intern Supervisor(s) Name & Title:** Mary Byrnes, Management Analyst

**Intern Supervisor(s) Phone Number:** 6025061397

**Intern Supervisor(s) Email Address:** [mbyrnes@superiorcourt.maricopa.gov](mailto:mbyrnes@superiorcourt.maricopa.gov)

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**Project Scope & Intended Outcomes:**

This internship is an opportunity to work with stakeholders across Superior court administration, and learn about court operations first-hand. The Judicial Branch in Maricopa County is the 4th largest in the nation, and consequently has a high demand for data and information. The Research and Planning Services I(RAPS) department works with these groups to provide meaningful data and information to measure success, identify areas of improvement, and tell a story. The successful candidate will work with Criminal, Civil, Juvenile, Family, Probate, and Mental Health, and other departments to identify ways to visually tell the story of Superior Court.

**Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):**

Necessary qualifications: Familiarity with Excel, Publisher, Illustrator.

Preferred qualifications: Completed coursework in graphic, web and publication design; command of typography, aesthetics, layout and imagery; knowledge of statistics, statistical visualizations and infographics.

Preferred Majors: Graphic Information Technology, Government, Pre-Law, Social Sciences

**Office/Department Website:** <http://www.superiorcourt.maricopa.gov/AdultProbation/index.asp>

**Intern Supervisor(s) Name & Title:** Jennifer Ferguson, Ph.D., Research Analyst, Policy, Planning & Analysis Division

**Intern Supervisor(s) Phone Number:** 602-506-0488

**Intern Supervisor(s) Email Address:** [jferguso@apd.maricopa.gov](mailto:jferguso@apd.maricopa.gov)

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### **Project Scope & Intended Outcomes:**

The Maricopa County Adult Probation Department (MCAPD) provides a unique learning environment for individuals interested in the criminal justice system. The MCAPD is engaged in multiple decision-making points throughout the criminal justice process and provides a variety of services that contribute to the Department's mission to keep communities safe. There is a significant amount of collaboration that occurs between the MCAPD and other criminal justice agencies, as well as community partners. The MCAPD intern will have the opportunity to be involved in multiple projects. **Potential projects include:**

**1. Help monitor and evaluate the implementation of the next stage of evidence-based practices used by the Department in supervision strategies with probationers.**

**Educational Outcomes:** This project will expose the intern to the research that contributes to the body of evidence-based practices and the strategies used by probation officers to interact with and supervise individuals on their caseloads. The intern will also develop an understanding of what strategies and practices are currently recognized as evidence-based within the field of probation. The intern will be able to participate in training to learn the same skills as probation officers. The intern will also assist in quality assurance activities.

**Project Outcomes:** The intern will help the Department determine the extent to which the evidence-based strategies are used within their interactions with probationers.

**2. The intern will assist in compiling information to report on performance measures for Managing for Results (MfR), the Department's strategic plan that includes key performance measures.**

**Educational Outcomes:** This project will expose the intern to the elements of a strategic plan and the strategies involved with collecting and reporting data on key performance measures. The intern will develop an understanding of the importance of being strategic and in using information to make data driven decisions that inform department policies and operations. The intern will also participate in presenting the results to key members of the management team, learning how to communicate critical information to leadership.

**Project Outcomes:** Maintain ongoing data collection and reporting on key performance measures for MfR.

**3. Contribute to internal research projects.**

**Educational Outcomes:** At any given time, the department is involved in a number of grants or internal research projects on topics of interest and value to the department. The intern will be exposed to aspects of project management associated with research projects including participation in meetings, problem solving, data collection and reporting. The intern will also learn about the importance of meeting critical deadlines.

**Project Outcomes:** The intern will provide support to PP&A staff throughout the projects.

**4. Assist in ongoing data quality projects**

**Educational Outcomes:** The MCAPD is a data-driven organization that relies heavily on data to make informed decisions to guide supervision practices. It is critical to the department that the data maintained in department databases is accurate and of high quality. The intern will assist in projects designed to ensure the ongoing quality of the data used in department reports that go to both internal and external stakeholders. The intern will learn quality assurance processes. The intern will also learn valuable communication skills as necessary changes are communicated to staff.

**Project Outcomes:** The intern will provide support to PP&A staff to ensure high levels of data quality are maintained. In addition to the projects described above, the intern will have the opportunity to observe the variety of job functions within the MCAPD. This may include initial appearance court, pretrial supervision, presentence, specialty courts (e.g. Drug Court), field supervision and probation violation court.

### **Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets):**

Many of the programs within the College of Public Service and Community Solutions would be relevant to this position (e.g. Criminology and Criminal Justice, Public Service/Public Policy, Social Work), but the internship is not limited to individuals seeking those degrees. It is important that the individual have good verbal and written communication skills. We are also looking for an intern that is open to learning, is able to work independently when given direction and also be part of a team. Professionalism is also important (e.g. timeliness, appearance, etc.). Overall, we would like someone who has a genuine interest in the work done by the Maricopa County Adult Probation Department.

**Intern Supervisor(s) Name & Title:** Rachel Evans, Digital Program Manager

**Intern Supervisor(s) Phone Number:** 602-506-2580

**Intern Supervisor(s) Email Address:** EvansR@mail.maricopa.gov

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**Project Scope & Intended Outcomes:**

The purpose of this position is to coordinate, develop, and implement organizational marketing strategies and materials on behalf of Maricopa County. This position works to educate and favorably promote the work Maricopa County does for residents, students, associations, media, stakeholders, and other government agencies.

**JOB TASKS MAY INCLUDE:**

- Serve in a support capacity to the Digital Program Manager by assisting with social media, and other digital communication tasks.
- Assist with all communication activities involving public information, public involvement and public outreach.
- Establish and maintain effective working relationships with customers, government officials, program partners and media representatives.
- Works with the Digital Program Manager to compile material for flyers and educational handouts as needed.
- Assist in developing community outreach programs to build coalitions; and help educate and increase awareness.
- Provide communications support; organize and prepare presentations; assess communication needs and relevant messages; help develop digital communication strategies and plans with the Digital Program Manager.
- Oversee internal and external outreach events, identify, schedule and work out logistical event details.
- Track media, website and mobile trends through various tools including Google analytics.
- Assist with the coordination, communication, and outreach of the Trip Reduction Plan.
- Other tasks, with assistance, may include:
  - Design and edit bi-weekly newsletters and informational brochures.
  - Organize website content, including updates and revisions, social media and other writings as assigned. Apply graphic design principles to design webpages.
  - Graphic design for department campaigns/projects/programs.
  - Compose and produce multimedia projects and videos.
  - Develop, maintain and establish ongoing, effective working relationships with community partners to ensure resource sharing and creating joint projects.
  - Assist with identifying and coordinating activities with representation of other departments, outside agencies and organizations.

**Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):**

**Knowledge, Skills and Abilities:**

The ability to work with a team as both a member and a leader; the ability to be decisive; the ability to work independently; the ability to develop and maintain working relationships with partners and staff. Applicants must be detail oriented and have the ability to handle multiple priorities with proven results. Must possess strong customer service/public relations skills. Excellent verbal and written communications skills.

## **Office/Department: Office of Communications - CONTINUED**

- **Additional Education and/or Desired Experience:**

Experience in project coordination, volunteer recruitment and event planning and coordination; experience with video production and/or graphic design; experience contributing to or creating websites, experience with Adobe Graphic Design Applications; experience in Web Design Layout/ Outline and HTML experience. Fluent in Spanish Preferred.

- Knowledge of marketing research elements, strategies and media relations; skill in effective written and verbal communication; advanced computer skills in a Windows environment and desktop publishing software and programs.

Ability to synthesize complex data from a variety of sources into a succinct format and concisely present findings to management. Strong experience building and deploying emails including but not limited to HTML design/coding, audience segmentation.

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## **Office/Department: Maricopa County Attorney's Office**

**Office/Department Website (if applicable):** [www.maricopacountyattorney.org](http://www.maricopacountyattorney.org)

**Intern Supervisor(s) Name & Title:** Crystal Schriver - Support Services Bureau Chief

**Intern Supervisor(s) Phone Number:** 602-506-0724

**Intern Supervisor(s) Email Address:** [schrivec@mcao.maricopa.gov](mailto:schrivec@mcao.maricopa.gov)

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### **Project Scope & Intended Outcomes:**

Interns in the MCAO Investigations Division would be assisting and supporting various law enforcement functions in all Bureaus. Examples could include assisting in developing various internal programs, utilizing various databases for research and data collection, activities involving background and subpoena processes, or assisting detectives with active and cold cases,. Tasks may also entail special projects such as developing/implementing surveys and/or making revisions or recommendations for program improvement. In addition, interns will be expected to participate in meetings and training activities, including attending the one-day Citizen's Academy to receive an overview of the prosecution process and criminal justice system.

Through these experiences, the interns will receive a broad overview and insight in the prosecution and law enforcement functions, become familiar with County government, and are provided the opportunity to interact with a diverse group of professionals involved in the Criminal Justice field.

### **Recruitment Preference Information (e.g. desired competencies, academic disciplines, and skill sets.):**

Must be able to successfully pass an in-depth background and drug testing prior to beginning the internship. Must have ability to learn new computer programs and skilled in various Microsoft office programs. Prefer major area of study of Law Enforcement/Criminal Justice. Solid verbal and written communication skills.