



# MCLEAPS Spring 2025 Internship Proposals (11)

Learn about the MCLEAPS Internship Program, eligibility and benefits here - <https://publicservice.asu.edu/mcleaps-internships>

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**OFFICE/DEPARTMENT NAME:** Office of Enterprise Technology and Innovation - GIS  
**OFFICE/DEPARTMENT WEBSITE:** <https://gis.maricopa.gov>  
**SUPERVISOR:** Shiloh Johnson, GIS Program Manager

## ABOUT

If you are looking for a career in a dynamic organization that embraces a can-do spirit - Look at Maricopa County OET!

We are a team that prides ourselves on leveraging technology to create digital transformations. We look for ways to bring about innovative solutions while providing top-notch customer service. Apply today and become part of the team that makes a lasting impact on the future of technology at Maricopa County.

## PROJECT SCOPE & INTENDED OUTCOMES

The selected MCLEAPS Intern will edit GIS data and develop cartographic products for the Planning and Development department. The Intern will learn about the Development processes, including planning, zoning, and drainage review. The Intern will have the opportunity to practice using Esri products including ArcPro and ArcGIS Online, as extension of classroom learning or new learning. The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Updating zoning, land use, and case feature classes Skills required/taught: point and polygon feature editing, attribute editing, COGO editing
- Assisting in update of historic case feature class Skills required/taught: polygon feature editing, attribute editing
- Create cartographic products related to Planning and Development cases Skills required/taught: digital cartography
- Ad hoc geographic analysis Skills required/taught: data analysis

## PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS

Candidate preference for ASU students with an interest in learning and using Geographic Information Systems (GIS) for high impact professional work. An introductory class or experience in GIS would be beneficial and further qualify the candidate

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**OFFICE/DEPARTMENT NAME:** Office of the Public Defender  
**WEBSITE:** <https://www.maricopa.gov/558/Public-Defender>  
**SUPERVISOR:** Jennifer Gebhart, Mitigation Specialist Supervisor

## ABOUT

Join one of the largest Public Defender offices in the country. We provide innovative, client-centered legal representation in the full range of criminal matters to clients unable to afford representation. Our attorneys and staff are dedicated to treating our clients with respect and dignity as we defend their constitutional rights in a court of law. This is a fast-paced department with an opportunity to make a difference in the lives of the people we serve.

## PROJECT SCOPE & INTENDED OUTCOMES

The Office of the Public Defender is seeking a dedicated MCLEAPS intern for Spring 2025 to assist with the development and finalization of an electronic mitigation and reference guide. This essential project aims to streamline the onboarding of new mitigation specialists and provide valuable reference material for attorneys and other staff who utilize mitigation resources, including community and probation resources.

This project has been in progress over the past two semesters, and we are now looking for an intern to help finalize the onboarding section. Key responsibilities will include:

- Outlining best practices for mitigation specialists, especially in complex cases such as juvenile offenders in adult court, reentry, and homicide.
- Establishing a consistent, adaptable approach for our representation team.
- Compiling a reference guide to support defense teams in the absence of a mitigation specialist, including strategies for rapport-building, community resources, and relevant research.
- The intern will work closely with the mitigation supervisor and team to refine and organize the manual's content, reviewing collected materials and contributing to the completion of this crucial resource.

In addition to the project work, the intern will have opportunities for shadowing and engaging with various departments and roles within the court system, gaining a comprehensive understanding of the Public Defender's Office and its mission.

This is a unique opportunity for anyone interested in criminal justice, public service, and the legal field, offering both hands-on experience and professional growth.

#### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

The ideal candidate for this internship could come from any program within the Watts College of Public Service and Community Solutions. Our team consists of professionals with diverse academic backgrounds, including social work, criminal justice, public affairs, and community resources and development, and we welcome applicants with a variety of interests and skill sets.

Key Qualifications:

- Creativity and innovation in approaching tasks
- Strong collaboration skills and the ability to work effectively within a team
- A keen interest in understanding and improving processes
- Excellent verbal and written communication abilities
- Self-motivation and the ability to work independently after initial direction
- Eagerness to learn and grow professionally
- A sincere interest in the judicial system and the mission of the Maricopa County Office of the Public Defender
- We are seeking a candidate who is enthusiastic about public service, passionate about justice, and ready to contribute to meaningful work.

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**OFFICE/DEPARTMENT NAME:**

**Juvenile Probation Department**

**WEBSITE:**

[https://superiorcourt.maricopa.gov/departments/probation-offices/juvenile-](https://superiorcourt.maricopa.gov/departments/probation-offices/juvenile-probation/)

[probation/](https://superiorcourt.maricopa.gov/departments/probation-offices/juvenile-probation/)

**SUPERVISOR:**

Yami Martinez - Volunteer & Intern Program Coordinator

#### **ABOUT**

The Juvenile Probation Department of the Judicial Branch of Arizona in Maricopa County is dedicated to providing innovative and efficient juvenile justice services grounded in evidence-based practices and research. These services improve the safety of our community, hold youth accountable through developmentally appropriate orientation, and ensure the public's trust and confidence in the Judicial Branch. Join our Juvenile Probation Department in its mission to promote public safety through positive change as we connect youth to the community and provide opportunities that are delivered with fairness, dignity, and respect

#### **PROJECT SCOPE & INTENDED OUTCOMES**

The Maricopa County Juvenile Probation Department (MCJPD) is offering student interns a unique, hands-on opportunity to apply their college coursework in a professional juvenile justice environment. As part of the 4th largest probation department in the country, interns will gain valuable experience and insights into the three bureaus that drive MCJPD: the Administrative Services Bureau (ASB), the Community Services Bureau (CSB), and the Detention Services Bureau (DSB).

Through a range of evidence-based approaches, these bureaus work collaboratively to support system-involved youth. MCJPD also partners with State, county, and local government agencies, community-based and non-profit organizations, schools, and other community leaders to improve outcomes for justice-involved youth in Maricopa County.

Internship Opportunities Include:

- Shadowing officers in both detention and the field
- Observing court hearings

- Participating in the detention tutoring program
- Joining ride-alongs with field officers
- Assisting with research projects and new program implementation
- Supporting the Hope Closet initiative, which provides appropriate clothing for justice-involved youth in need

This internship provides an immersive experience for students interested in criminal justice, social services, and juvenile justice, offering a unique blend of practical learning and community impact

### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

Successful candidates will be required to pass an additional - basic criminal- background check prior to official confirmation to serve as a MCLEAPS Intern for this department.

We are seeking ASU students who have a passion for working with justice-involved youth. All interested candidates pursuing a degree in Criminal Justice, Social Work, Education, Public Administration, Public Policy, Communication, Content Creation and/or Journalism who can provide examples of relevant skills will be considered. Successful candidates will be ambitious, motivated and self-driven, with diverse skill sets. We have opportunities for those interested in our Officer roles, and also non-badged/civilian roles such as: Research and Planning; Staff Recruitment; and Government Administration; and a variety of programs that focus on Positive Youth Development.

Our desired competencies include: organization and project management skills, critical thinking and decision making skills, and effective communication skills. Team-oriented individuals open to feedback, collaboration and coaching will succeed in this internship. Flexibility, patience and empathy for others will help the selected intern thrive.

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**OFFICE/DEPARTMENT NAME:** Department of Transportation – Pavement Management  
**WEBSITE:** <https://www.maricopa.gov/5307/Transportation-MCDOT>  
**SUPERVISOR:** Jorge Duran, Pavement Management Program Supervisor

### **ABOUT**

We value your time. The time with your family. The time you spend on the road. And the time you spend making a difference. At the Maricopa County Department of Transportation, we provide connections that improve people's lives. By combining innovative technologies with the vast talent of our employees, we plan for future needs and operate a transportation system with the community in mind. If you are interested in contributing to the community in which you work, live, and play - join our team and help us build connections.

### **PROJECT SCOPE & INTENDED OUTCOMES**

The Maricopa County Department of Transportation (MCDOT) is seeking an intern to assist with projects related to pavement management and process automation. This internship offers a unique opportunity to gain experience in engineering, data management, and process improvement, while contributing to MCDOT's Pavement Management Program.

#### *Scope of Work:*

- Write Standard Operating Procedures (SOPs) that provide clear, detailed instructions for pavement roughness data collection, processing, analysis, and integration.
- Develop a mobile and offline app to automate field spreadsheets used for pavement inspection ratings.
- Automate the Pavement Inspection & Pavement History matrix to support the Pavement Management Program's planning process.

#### *Expected Outcomes:*

- MCDOT will have comprehensive SOPs for pavement roughness data collection and analysis.
- Pavement condition ratings will be automatically integrated into Cartegraph, streamlining data management.
- A condensed, up-to-date matrix of pavement data will be available to support ongoing pavement management efforts.

### *Intern Learning Opportunities:*

- Hands-on experience in writing engineering SOPs.
- Familiarity with software for pavement roughness data collection and processing.
- Development of skills in automating processes within pavement management.

This is an exciting opportunity for students interested in transportation engineering, data automation, and process development.

### **PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

These skills will be crucial in supporting the development of Standard Operating Procedures, automating data processes, and contributing to the overall success of MCDOT's Pavement Management Program:

- Strong writing, critical thinking, and analytical skills
- Advanced Excel skills, including data manipulation and analysis
- Programming skills (VBA, Python, R, Java, C++, or similar languages)
- Knowledge or experience in Pavement Management (e.g., pavement condition assessments, preservation, and rehabilitation)
- Graduate student (preferred)

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**OFFICE/DEPARTMENT NAME:** **Planning and Development - Code Enforcement**  
**WEBSITE:** <https://www.maricopa.gov/1683/Code-Compliance>  
**SUPERVISOR:** Darren Gerard, Planning Division Manager/Charles Hart, Code Supervisor

### **ABOUT**

The Maricopa County Planning and Development Department provides a wide range of services for unincorporated Maricopa County including land use planning and entitlement, building permit review and inspection, and code compliance. We strive to deliver these services to our community in a responsive, resourceful and results-oriented manner. Thanks to a strong economy and year-round sunshine, Maricopa County is currently the fastest growing county in the nation. This growth creates exciting opportunities for professionals in the planning, construction and engineering fields to shape the future of the built environment through a career with the Maricopa County Planning and Development Department.

### **PROJECT SCOPE & INTENDED OUTCOMES**

Maricopa County Planning and Development is looking for an intern to serve primarily as a research assistant, focusing on zoning ordinances and code enforcement procedures. This role will involve performing in-depth research on practices from other municipalities and assisting in streamlining our department's processes.

#### Key Responsibilities:

- Conduct thorough research on zoning ordinance topics and code enforcement procedures from various municipalities, compiling findings in a structured format.
- Review and revise the current Code Enforcement Procedures Manual and process flowchart, focusing on improving efficiency, consistency, and timeliness.
- Create a draft of the revised Code Enforcement Procedures Manual, including an updated flowchart with screen captures and graphics to integrate the manual with the Tyler workflow.
- Collaborate with management and county counsel to review code enforcement methods (e.g., property entry protocols, case closures), leading to a report that will inform future department directives and policy statements.

#### Learning Opportunities:

- Shadow hearings and participate in fieldwork alongside field-deployed officers.
- Gain insights into code enforcement processes and zoning ordinances.
- Work closely with management and legal counsel, contributing to policy development.

This internship offers a blend of research, process improvement, and practical field experience, ideal for students

interested in public administration, law, urban planning, or code enforcement.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

The intern will produce comprehensive research reports, organized in both Excel spreadsheets and Word documents, similar to the format used in past projects.

Competencies:

- Fluent in English with strong reading, writing, and communication skills
- Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook
- Strong time management and organizational skills
- Customer service and collaboration abilities

Academic Disciplines:

- Planning, Public Administration, Law, Political Science, or related fields

Desired Skills:

- Effective time management and organizational skills
- Strong research abilities and attention to detail
- Both business and creative writing skills
- Graphic design skills for creating visual aids and documentation

These competencies and skills will enable the intern to successfully conduct research, organize findings, and contribute to the department's zoning and code enforcement projects.

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**OFFICE/DEPARTMENT NAME:** Facilities Management – Design Division  
**WEBSITE:** <https://www.maricopa.gov/2127/Facilities-Management>  
**SUPERVISOR:** Seth Bouman, Senior Architect

**ABOUT**

The Design Division consists of architects, interior designers, signage designers and inventory specialists. The group performs various responsibilities, including:

- Architectural programming and design to a schematic level to identify and document space needs for County departments in their respective facilities.
- Design and modifications to interior working environments and furniture configurations.
- Management of the County's used furniture inventories.
- Review of and upgrades to facility signage designs.
- Organization and archiving of County facility and project drawings and documents.

**PROJECT SCOPE & INTENDED OUTCOMES**

Project Scope:

The Facilities Management Design Division (FMD) is seeking an intern to assist with various design and construction projects. This is an excellent opportunity for students interested in architecture, design, or construction management to gain hands-on experience in a professional setting.

Key Responsibilities:

- Create 3D renderings and visualizations of interior spaces for departmental presentations.
- Provide graphical enhancements to both existing and new documents.
- Assist with space planning, layouts, and drawings for user-requested tenant improvements.
- Update completed as-built drawings and make revisions to zoning plans.
- Shadow Assistant Capital Project Managers on job walks, meetings, document reviews, and contractor pay

applications.

This internship offers a comprehensive learning experience in design and construction project management, giving interns the chance to contribute meaningfully to real-world projects while developing professional skills.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

- Working knowledge of the latest version of AutoCAD and Bluebeam or other PDF mark-up software.
- Experience with 3D modeling software - SketchUp, Revit
- Additional experience with other graphic design programs to create presentations is preferred, such as Adobe Suite.
- Working toward a degree in Architecture, Planning, Interior design or a closely related field.

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**OFFICE/DEPARTMENT NAME:** **Public Fiduciary**  
**WEBSITE:** [www.maricopa.gov/pubfid](http://www.maricopa.gov/pubfid)  
**SUPERVISOR:** Tiffany Covington, Fiduciary Supervisor

**ABOUT**

Join the Maricopa County Public Fiduciary (MCPF) and make a difference in the lives of Maricopa County's most vulnerable adults. Our dedicated team of professionals provides compassionate guardianship, conservatorship, and decedent services for those vulnerable adults who do not have another person or agency willing to serve. We are looking for individuals who are passionate about helping others and who are interested in innovative and collaborative efforts to meet the needs of this growing population.

**PROJECT SCOPE & INTENDED OUTCOMES**

Passionate to serve the underserved? Interested in engaging with a broad cross section of social work related services? An internship with the Maricopa County Public Fiduciary (MCPF) may be perfect for you! MCPF serves as guardians and conservators for incapacitated adults, which means we are involved with many aspects of our wards' lives, from coordination of medical and/or behavioral health care, working with hospitals on appropriate discharges into the community, engaging in advocacy on behalf of our wards, obtaining benefits such as AHCCCS, ALTCS, DDD, Social Security, RBHA/SMI, case management skills, and problem solving in real world situations. Interns with Public Fiduciary will be able to gain exposure to all of these areas as they work with fiduciary staff to make an impact to the daily lives of incapacitated adults.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

Interns with Public Fiduciary should expect a mixture of in-office and in the field experiences in a business casual level of dress and in a variety of professional settings. Preferred skill sets include good written and oral communication skills, good time management skills, and a passion for helping people. Disclaimer: May include traumatic subject matter, such as reports describing abuse, neglect, or exploitation of the vulnerable.

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**OFFICE/DEPARTMENT NAME:** **Office of Procurement Services – Contracts and Negotiations**  
**WEBSITE:** <https://www.maricopa.gov/2087/Procurement-Services>  
**SUPERVISOR:** Joey Molina, Procurement Manager

**ABOUT**

We are an award-winning central agency whose goal is to ensure that all the departments within Maricopa County get what they need and when they need it to serve our community best. The Procurement Team is responsible for the

County's records management, contract compliance, and purchase card program administration. Join our committed team of professionals in making sure all the County's departments get what they need to deliver the right service at the right time and the right price.

### PROJECT SCOPE & INTENDED OUTCOMES

We are seeking an intern to assist with the ARPA Capacity Stabilization initiative, aimed at managing contracts funded by the American Rescue Plan Act (ARPA). With increased funding available through ARPA, the county needs to ensure that contracts used by departments remain active through December 2026. This role offers an excellent opportunity to gain experience in contract management and interdepartmental collaboration.

#### Key Responsibilities:

- Work closely with vendors and county departments to process contract extensions and renewals.
- Assist in coordinating communications between departments and vendors to ensure timely processing of contract modifications.
- Maintain accurate records and documentation related to contract extensions.
- Support the review and analysis of current contracts to identify those requiring extensions or renewals.

#### Learning Opportunities:

- Gain practical experience in contract management and procurement processes.
- Develop skills in vendor relations and interdepartmental collaboration.
- Understand the impact of federal funding initiatives on local government operations.

This internship is ideal for students interested in public administration, business, or law, providing valuable insights into the management of government contracts and the effects of federal funding on local services.

### PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS:

OPS is seeking a highly motivated individual that is seeking to learn how the dynamics of government procurement work through our Departments that have a direct impact on services for County residents and citizens. Candidates with demonstrated computer savvy and understanding of content and file management will be successful. Successful candidate will provide examples of ability to manage competing priorities and switch gears fairly quickly, and show ability to manage time and work well independently.

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**OFFICE/DEPARTMENT NAME:** Department of Transportation – Environmental Program Branch  
**WEBSITE:** <https://www.maricopa.gov/5307/Transportation-MCDOT>  
**SUPERVISOR:** Joe Pinto, Environmental Program Branch Manager

### ABOUT

The Environmental Program Branch is seeking an intern to assist in the development of an in-house database and GIS mapping viewer application for managing cultural resources data. This internship offers a unique opportunity to work alongside the Cultural Resources Specialist and gain hands-on experience in data management and GIS applications.

### PROJECT SCOPE & INTENDED OUTCOMES

#### Key Responsibilities:

- Create and edit data attributes and GIS layers to effectively manage cultural resources data.
- Populate the application with legacy data downloaded from the State of Arizona's online GIS database and viewer, AZSITE.

- If time allows, obtain additional data from previous MCDOT projects not available on AZSITE.
- Conduct quality assurance/quality control (QA/QC) to ensure data compatibility with the MCDOT platform, including renaming files to conform to MCDOT naming conventions.

Intended Outcomes:

1. Successfully download all available data for MCDOT rights-of-way from AZSITE.
2. Refine the structure of the database and viewer to optimize data management.
3. Complete QA/QC and populate at least 50% of the AZSITE data before the end of the internship.

This internship is ideal for students interested in environmental studies, data management, and GIS technology, providing valuable experience in a real-world application that supports cultural resource management.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

These qualifications will enhance the intern's ability to effectively contribute to the development of the in-house database and GIS mapping viewer application, making them a valuable asset to the Environmental Program Branch.

- Experience with ArcGIS Online viewer applications
- Knowledge of or interest in local history and cultural resources

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**OFFICE/DEPARTMENT NAME:** Maricopa County School Superintendent  
**WEBSITE:** <http://schoolsup.org>  
**SUPERVISOR:** Shane Wikfors / Director, Government & Public Relations

**ABOUT**

The Office of the School Superintendent is responsible for providing services that support school governing board elections, bond and override elections, appointments, school finance, and maintain homeschool and private school records. The Superintendent leverages the office to strengthen teacher's voices, increase respect for the education profession, and create resources that expand the capacity of teachers, administrators, and support staff.

**PROJECT SCOPE & INTENDED OUTCOMES**

The intern will assist the Director of Government & Public Relations with the 2025 legislative agenda and efforts at the Arizona Legislature. This internship offers a comprehensive learning experience in government relations, public affairs, and community engagement.

Key Responsibilities:

- Assist in the development and execution of the 2025 legislative agenda.
- Support intergovernmental relationship activities with state, county, and local school district entities.
- Contribute to public and media relations initiatives and opportunities.
- Engage in research and data collection to support various projects.
- Participate in MCSS community outreach efforts and assist with election-related activities.
- Support a variety of other statutory and service functions related to MCSS.

Learning Opportunities:

- Gain hands-on experience in legislative processes and government relations.
- Develop skills in public relations, communication, and community engagement.
- Collaborate with professionals in the field and build a network within government and public service.

This internship is ideal for students interested in public administration, political science, or communications, providing valuable insights into the workings of government and public relations.



## PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS

Intern should be organized and be able to write and communicate well; Intern should have basic knowledge and understanding of government roles, functions, operations, protocols, service; Intern should understand the use of technology, data and social media platforms.

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**OFFICE/DEPARTMENT NAME:** Human Services – Data Management Intern  
**WEBSITE:** <https://www.maricopa.gov/5270/Human-Services>  
**SUPERVISOR:** Nicholas Ely, Senior Information Technology Project Manager

### ABOUT

Human Services coordinates and administers essential support programs and services to vulnerable populations to enhance quality of life and strengthen communities. Programs include Head Start, career development, independent living support for seniors and adults with disabilities, repair programs for homeowners, funeral assistance, support services for people experiencing homelessness, and assistance with rent and utilities.

### PROJECT SCOPE & INTENDED OUTCOMES

We are seeking an intern to assist in the optimization of our information system, focusing on data integrity, analytics, and system efficiency. This role will provide hands-on experience in three key areas: data quality improvements, analytics and reporting automation, and software development support.

Key Responsibilities:

Data Integrity & Quality Improvements:

- Validate and clean data within our Microsoft Dynamics CRM system.
- Collaborate with the data analyst team to identify and correct inconsistencies in historical data.
- Participate in data auditing tasks to ensure compliance with standards and improve data governance practices.

Analytics & Reporting Automation:

- Work with the analytics team to build dashboards in Power BI for real-time data reporting.
- Help automate recurring reports and streamline manual processes using tools like SQL and Power BI.
- Engage in forecasting projects analyzing historical trends and future projections using advanced Excel and Power BI functionalities.

Software Development Support:

- Assist the software engineering team with routine development tasks, such as troubleshooting issues in CRM modules or APIs.
- Contribute to writing and testing scripts that enhance system functionality or automate internal workflows.
- Shadow the helpdesk team to gain insights into common user issues and assist in problem resolution, learning to provide first-level technical support.

Intended Outcomes:

- Enhanced Data Quality: By the end of the internship, expect cleaner and more accurate datasets within the CRM, enabling better decision-making and reducing reporting errors.
- Improved Reporting Efficiency: The intern will automate several reporting processes, decreasing manual intervention and increasing the team's capacity for deeper analysis and innovation.
- Development of New Dashboards: We anticipate the launch of 1-2 new dashboards visualizing key metrics for our department, supporting stakeholders in tracking performance and trends.
- Hands-On Technical Experience: The intern will gain practical skills in data management, reporting, and software engineering, while providing meaningful contributions that enhance the overall performance of our information

system.

This internship offers a comprehensive learning experience across data management, analytics, and technical support, allowing the intern to make valuable improvements to our information system.

**PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILLSETS**

Our organization would be looking for an intern that is pursuing a career within data science, computer science, software engineering or other IT related fields.