OFFICE/DEPARTMENT NAME: Office of the Director, Air Quality Department
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/1244/Air-Quality
INTERN SUPERVISOR(S) & TITLE: Frank Schinzel, Government Liaison

Description of the project scope & intended outcomes:
The Air Quality Department MCLEAPS Interns (2) will work in the Office of the Director and be exposed to air quality programs and work with management throughout the department. Intern projects and work will be of value to the department and intern. Some specific projects the intern would potentially be involved with include:

- Assist in designing educational or outreach plans to enhance department outreach goals
- Assist with department webpage revisions
- Develop and/or update databases
- Aid in the updating/creating of Business Assistance web pages and outreach efforts
- Provide input on possible improvements to the department
- Assist Government Liaison to develop positive relationships with other government agencies
- Assist in the evaluation of internal department performance measures, benchmark current measures against best practices, and recommend modifications and/or changes
- Review policies to evaluate understandability and applicability
- Perform comprehensive research & analysis on government-related air quality issues
- Identify program elements that may benefit from the application of sustainability concepts
- Interface with data and use of GIS systems to assist with achieving department goals

Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets)
Interest in environment and public administration.

OFFICE/DEPARTMENT NAME: Department of Emergency Management
OFFICE/DEPARTMENT WEBSITE: ready.maricopa.gov
INTERN SUPERVISOR(S) & TITLE: Rudolfo Perez - Senior Planner

Description of the project scope & intended outcomes:
The selected intern will be part of the Planning and Communication section of MCDEM. The selected intern may be tasked with reviewing and updating existing (Maricopa Co and jurisdictional) Emergency Operation Plans, Continuity of Operations Plans (Maricopa Co and jurisdictional). Assist in flood control exercise planning to include the development of scenario, injects and master scenario events listing and facilitation of both planning meetings and exercises. Interns will have the opportunity to gain Emergency Operation Center experience by supporting MCDEM staff during emergencies, training sessions, exercises, and real-world activations. Interns will also complete a variety of industry-related training courses developed by FEMA, DEMA and regional partners.
Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets)
Preference is for graduate students in the Emergency Management master’s degree program, with senior-level Emergency Management bachelor's students also considered.

Below is a list of desired, but not necessarily required competencies and skillsets:

- Course work and/or Bachelor's degree in Emergency Management, Homeland Security or closely related field
- ICS 100, 200, 700 and 800
- FEMA Professional Development Series (PDS) certificate
- Communicate effectively, both orally and in writing.
- Work individually with minimum supervision or as a team member

OFFICE/DEPARTMENT NAME: Maricopa County Human Services Department
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/5270/Human-Services
INTERN SUPERVISOR(S) & TITLE: Ashley Erbe, Policy & Program Analyst

Description of the project scope & intended outcomes:
The MCLEAPS intern will assist in the creation of Community Profiles during their semester internship with the Human Services Department (HSD). The Community Profiles will detail the impact HSD has on the citizens of specific communities (e.g., cities, towns, and districts) in Maricopa County. Through this project, the intern will be exposed to all divisions within the department, including Administration, Policy, & Planning, Early Education, Community Services, Senior & Adult Services, Workforce Development, and Housing & Community Development. At the end of the semester, the intern will have developed and utilized the knowledge, skills, and abilities to:

- Conduct in-depth qualitative and quantitative analyses
- Use business analysis and visualization tools
- Create data visualizations that allow for easy understanding of complex topics
- Produce infographics that are engaging, informative, and inspirational
- Communicate with clarity, precision, and efficiency in both written and verbal formats
- Leverage data to reliably and meaningfully inform key decision-making processes that result in strategic policy and planning
- Cultivate greater awareness of Human Services’ programs and community needs

Overall, this project will meaningfully assist HSD in increasing public knowledge of our services and impact by communicating program information in a clear and accessible manner to communities, partners, stakeholders, and county leadership.

Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets)
Desired knowledge, skills, and interests include:

- Basic quantitative and qualitative data analysis skills
- Effective verbal and written communication
- Basic Excel skills
- Ability to work effectively in a team environment
- An interest in social and economic issues with a focus on vulnerable populations
OFFICE/DEPARTMENT NAME: Maricopa County Human Services Department – Workforce Development Division
OFFICE/DEPARTMENT WEBSITE: https://arizonaatwork.com/locations/maricopa-county
INTERN SUPERVISOR(S) & TITLE: Kennedy Arnold, Management Analyst

Description of the project scope & intended outcomes:
The MCLEAPS intern will assist in the research and analysis of workforce systems across the nation compared to Maricopa Workforce Development Division (WDD) during their semester internship. The comparison of WDD to other workforce systems will aid in decision making changes that positively impact the workforce system in Maricopa County. Through this project, the intern will be exposed to all divisions within the department, including Administration, Policy, & Planning, Early Education, Community Services, Senior & Adult Services, and Housing & Community Development. At the end of the semester, the intern will have developed and utilized the knowledge, skills, and abilities to:

• Conduct in-depth qualitative and quantitative analyses
• Create data visualizations that allow for easy understanding of complex topics
• Produce presentations that are engaging and informative
• Communicate with clarity, precision, and efficiency in both written and verbal formats
• Leverage data to reliably and meaningfully inform key decision-making processes that result in strategic policy and planning
• Cultivate greater awareness of national workforce systems and data-driven practices that positively impact Maricopa County’s Workforce Development

Overall, this project will assist WDD in increasing awareness of workforce system practices across the U.S. This project will leverage data that will inform our service delivery and impact by communicating vital information in a clear and accessible manner to communities, partners, stakeholders, and county leadership.

Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets)
Desired knowledge, skills, and interests include:

• Basic quantitative and qualitative data analysis skills
• Effective verbal and written communication
• Ability to use Microsoft Word, Excel, PowerPoint, and Outlook
• Ability to work effectively in a team environment
• An interest in social and economic issues with a focus on populations with barriers to employment

OFFICE/DEPARTMENT NAME: Human Resources
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/5264/Human-Resources
INTERN SUPERVISOR(S) & TITLE: Wyatt Sterusky HRIS and Data Analytics Manager

Description of the project scope & intended outcomes:
Maricopa County Human Resources (HR) is embarking on a complete transformation of our Human Resources Information Systems (HRIS). This is everything from how candidates apply for our jobs to how employees get paid. We are putting the employees at the center of our processes and system design to create a leading employee
experience for our workforce. We are taking a different approach to communicating this project to our 14,000 employees. Instead of the standard email campaign that falls short, we are looking to create engaging content throughout the project to document the journey, educate staff, and build awareness of the project and changes. Think vlog, blog, social media campaign, email marketing, interviews, educational material; all creatively designed and branded to catch the eyes of our users and establish a following that leads to project awareness and success. Our MCLEAPS intern will be at the center of this communications strategy working alongside our project team to craft a winning strategy. This is a significant project and an awesome opportunity for an intern to be part of, so we are looking for a dynamic and engaging person to fill this position.

Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets)
Knowledge and experience with marketing, advertising, branding, graphic design, photography (capturing and editing), video (capturing and editing), creative writing, project communication.

OFFICE/DEPARTMENT NAME: Juvenile Probation Department

Supervisor: Laura Eller, Innovation and Communications Manager

Description of the project scope & intended outcomes:
The MCLEAPS Intern will receive a generalized orientation to the Juvenile Probation Department, which includes two Youth Detention Centers; Community Supervision (Probation); Early Intervention (Diversion Programs); and administrative functions. The MCLEAPS Intern will attend and complete the 3+ week officer training Detention Academy while serving with MCJPD and if successful, can apply directly for consideration as a badged/full or part time Detention Officer at the conclusion of the semester. MCLEAPS Interns are encouraged to participate in ride-along and shadowing experiences during their work-learning with MCJPD, crafting the experiences to meet their individual areas of interest.

Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets):
We are seeking ASU students who have a passion for working with youth. The successful candidate will be required to pass a basic criminal background check prior to official acceptance to serve as a MCLEAPS Intern for this department. We have opportunities for those interested in our Officer roles, but also the non-badged/civilian roles within this department, such as Research and Planning; Staff Recruitment; and Government Administration; as well as a variety of programs that focus on Positive Youth Development.

OFFICE/DEPARTMENT NAME: Office of Procurement Services

OFFICE/DEPARTMENT WEBSITE: www.maricopa.gov/Procurement-Services
INTERN SUPERVISOR(S) & TITLE: Joey M. Molina, Procurement Manager

Description of the project scope & intended outcomes:
Office of Procurement Services is seeking a motivated and energetic candidate that will learn and obtain a basic understanding of procurement and the impact the department has for County Departments, the vendor community and our County Citizens. The successful candidate will have a behind the scenes look on contract, bids, vendor relations, and contract negotiations.

Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets)
OPS is seeking candidates enrolled in the WP Carey School of Business - Supply Chain Management or Public Policy concentrations. This is preferred but not required. Program Manager, Joey Molina is a two-time ASU-WPC graduate and looks forward to reviewing your submissions and scheduling a time to meet with each of you.

We also seek candidates that will be able to perform in an environment that is dynamic and fluid with a professional business atmosphere.

Candidate must be able to work the MCLEAPS Internship Program requirements - Monday through Friday 40 hours a week through the duration of the semester, with some flexibility.

OFFICE/DEPARTMENT NAME: Office of Maricopa County School Superintendent (MCSS)
OFFICE/DEPARTMENT WEBSITE: https://schoolsup.org/

Description of the project scope & intended outcomes:
Intern will assist Director of Government & Public Relations with 2020 legislative efforts at the Arizona Legislature. In addition, intern will also assist with other intergovernmental relationship activities including state, county and local school district entities. Intern will also assist with public and media relations events and opportunities. Intern should also expect other MCSS experiences such as data research, MCSS community outreach, elections and a variety of other MCSS functions.

Candidate Qualification 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 public policy and advocacy, government operations/protocols/processes or public, social or media relations.