FALL 2020 MCLEAPS Internship Proposals

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, 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
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-making 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
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.

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**Juvenile Probation Department**

**OFFICE/DEPARTMENT NAME:** Juvenile Probation Department  
**OFFICE/DEPARTMENT WEBSITE:** http://www.superiorcourt.maricopa.gov/JuvenileProbation/index.asp  
**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.

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**Office of Procurement Services**

**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.

OFFICE/DEPARTMENT NAME: Maricopa County Adult Probation
OFFICE/DEPARTMENT WEBSITE: https://superiorcourt.maricopa.gov/apd/
INTERN SUPERVISOR(S) & TITLE: Jennifer Ferguson, Ph.D., Research Analyst

Description of the 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 and community partners. The MCAPD intern will have the opportunity to be involved in multiple projects. Potential projects include:

1. Help develop and implement evaluation, data collection and quality assurance plans to allow for ongoing monitoring of MCAPD programs. Potential programs include the implementation of the Department’s “Risk Reduction Training” which represents the next stage of evidence-based practices used by the Department in supervision strategies with probationers; specialty courts such as domestic violence court, mental health court, or Veterans court; or specialized populations such as SMI or sex offender. 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, as well as the types of programs available through the MCAPD. The intern will also have an opportunity to develop research and evaluation skills such as how to develop a logic model, how to develop an evaluation plan, what questions to ask and how to implement data collection protocols for ongoing monitoring of program performance. The intern will also assist in
quality assurance activities. Project Outcomes: The intern will help the Department ensure that plans are in place for ongoing review of the performance of key programs and supervision strategies.

2. The intern will assist in compiling information to report on performance measures for the Department’s strategic goals. 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 strategic goals.

3. Assist with the routine activities of the Organizational Development and Support Division. Educational Outcomes: The Organizational Development and Support Division of the MCAPD provides significant support to the Executive Management team. Routine responsibilities of the Division include compiling and reporting on monthly statistics to funding sources, conducting stakeholder satisfaction surveys, and preparing publications such as the department newsletter and annual report. At any given time, the department is also 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 all Division projects including participation in meetings, problem solving, and data collection and reporting. The intern will also learn about the importance of meeting critical deadlines. Project Outcomes: The intern will provide support to staff in the Organizational Development and Support Division 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 the Organizational Development and Support Division staff to ensure high levels of data quality are maintained. The position of the internship is within the Organizational Development and Support Division. This will provide the intern a unique opportunity to be exposed to all of the different roles and responsibilities within the MCAPD and learn more about the support needed for those engaged in direct service delivery.

In addition to the projects described above, the intern will also 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. There will also be opportunities to contribute to Department publications, such as the MCAPD quarterly newsletter, the Chronicle.

Candidate Qualification Preferences: (desired competencies, academic disciplines, and skillsets)

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 and Public Policy, Social Work) but the internship is not limited to individuals seeking public service degrees.

It is important that the individual have good verbal and written communication skills. The individual should also have an interest in data. This includes conducting analysis of quantitative data and using data to help make informed decisions.

We are also looking for an intern that is open to learning, is able to work independently when given direction, and 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.