OFFICE/DEPARTMENT NAME: Assistant County Manager’s Office
OFFICE/DEPARTMENT WEBSITE: www.maricopa.gov

PROJECT SCOPE & INTENDED OUTCOMES:
The intern will develop basic skills and understanding of public administration through a rotational program in four different Maricopa County offices during the semester. These include Budget and Finance, Procurement, Human Resources, and the Clerk of the Board (of Supervisors). Rotations will range from 3-5 weeks, and expose MCLEAPS Intern to various department functions and projects, such as,

Office of Budget and Finance (five weeks) – forecasting, position management, budget process, accounts payable, cash receipts, budget statutes, budget prep and reporting, financial analysis, cash reconciliation, fund accounting
Procurement (three weeks) - Article 3 & Article 5, Contract Management, Vendor Management
Human Resources (five weeks) – Compensation: Placement in Range, Market Study, Recruiting, FMLA/ADA, Policy Use and Development, Employee Relations, FLSA, Payroll
Clerk of the Board (three weeks) – duties of the Board of Supervisors, agenda items, Board meeting schedules and preparation

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
Prior administrative or policy experience or MPA. Desire to start/build a career in local government administration.

OFFICE/DEPARTMENT NAME: Department of Transportation (MCDOT)
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/5307/Transportation-MCDOT

PROJECT SCOPE & INTENDED OUTCOMES:
The Training and Partnering Branch provides communication services to an engineering and construction focused organization. We provide all internal communication throughout MCDOT including our newsletter as well as employee engagement and important information that needs to get out to employees. We provide outside training to all divisions as well as create custom made training to fit each division’s needs. We plan and manage all employee engagement events that take place. These are just a few of our most important tasks. During your time with MCDOT’s Training and Partnering team, you will be actively helping our professionals with a variety of these tasks. This will include:

- Learning event management while working with our professionals on our biggest internal events
- Brainstorming and developing new ideas for employee engagement
- Working to update/build existing and new training programs
- Learning about construction projects through partnering efforts
- Developing your communication skills by interacting with multiple divisions within MCDOT
- Building up your meeting facilitation, soft skills and conflict resolution techniques
- Participating and documenting the standardization of work products and processes

The MCDOT Training and Partnering team are professionals who get things done with a smile. Working with us, you will be able to take the strategies you are learning and transfer them into real world experiences.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
- Pursuing degree in communications, public relations, business or public administration, or closely related field
- Demonstrated communication skills in active listening and writing; Basic graphic design knowledge
- Ability to follow through on assignments, deadline driven
PROJECT SCOPE & INTENDED OUTCOMES
Planning is the first step in “Providing Connections that Improve People’s Lives.” The Systems Planning Branch is responsible for the identification of roadway user needs; pedestrians to bicycles and automobiles. This team oversees all long-range planning, programming recommendations, analysis to determine project needs and much more. This effort requires extreme coordination with MCDOT Divisions, County Departments, Jurisdictional Agencies, and multiple Organizations. In addition, Planning works one on one with Developers and Residents to assist in preserving or developing the County Roadway System. This technical component of Planning is essential to creating a connected roadway system. With a broad range of responsibilities, the Planning Branch will introduce an Intern to tasks such as:

- Plan Review
- Planning Level studies (corridor, neighborhood, etc.)
- Jurisdictional and Agency coordination
- Active Transportation Needs including Americans with Disability Act requirements
- Dirt Road Management
- Project Programming
- Right of Way preservation

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS

- Degree in planning or a closely related field
- Excellent listening and writing skills
- Ability to follow through on assignments, deadline driven
- Critical thinking skills
- Independent work skills
- Highly organized

Proposals continued next page
OFFICE/DEPARTMENT NAME: Emergency Management (MCDEM)  

PROJECT SCOPE & INTENDED OUTCOMES:
The selected intern will be part of the All Hazards 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 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.

Specific Projects:
- Review of flood control emergency action plans and departmental response SOP’s, identify discrepancies and provide recommended updates
- Jurisdiction/County EOP
- Familiarization with CPG 101
- Review of county EOP, identify format and content issues and provide recommended updates.
- Conduct two jurisdictional EOP reviews, identify format and content issues and provide recommended updates.
- MCDEM COOP
- Familiarization with current COOP standards
- Conduct review of MCDEM COOP, identify format and content issues, and provide recommended updates.
- Table Top Exercises for Internal/External Partner
- Complete all required HSEEP documentation, including AAR/IP
- Develop and conduct on All-Hazard EOC training

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
Only Emergency Management majors will be considered. Preference for students of the Emergency Management Master's degree program. Senior-level Bachelor’s students with Emergency Management concentration also considered. Desired but not necessarily required competencies and skillsets:
- Coursework and/or Bachelor’s degree in Emergency Management, Homeland Security or closely related field
- ICS 100, 200, 700 and 800 certifications or FEMA Professional Development Series (PDS) certificate
- Demonstrated effective communication skills, both oral and writing
- Work independently with minimum supervision and/or as a team member

OFFICE/DEPARTMENT NAME: Office of Procurement Services  
OFFICE/DEPARTMENT WEBSITE: maricopa.gov/procurement

PROJECT SCOPE & INTENDED OUTCOMES:
The Intern will assist in the conversion of classroom learning into online instruction for employees.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
Experienced in marketing, public administration, artistic, online instruction, training & development.
OFFICE/DEPARTMENT NAME: Human Resources - HRIS
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/5264/Human-Resources

PROJECT SCOPE & INTENDED OUTCOMES:
Maricopa County Human Resources (HR) is embarking on a complete transformation of our Human Resources Information Systems (HRIS). This includes 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 creating engaging content throughout the project to document the journey, educate staff, and build awareness of the project and changes. This includes email marketing, interviews, and educational material; all creatively designed and branded to catch the eye of our users and establish a following that leads to project awareness and success.

The MCLEAPS intern with HR-HRIS will be at the center of this communications strategy working alongside the coordinator and project team to help craft communications, write copy, and gain an in-depth understanding of change management. 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.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
Skills, knowledge or experience with any of these - copy writing, branding, graphic design, photography (capturing and editing), video (capturing and editing), creative writing, project communication, or HTML

OFFICE/DEPARTMENT NAME: Human Resources – Learning and Development
OFFICE/DEPARTMENT WEBSITE: https://www.maricopa.gov/5264/Human-Resources

PROJECT SCOPE & INTENDED OUTCOMES:
Learning and Development proposes an exciting opportunity for an intern to support the NaCO Award-Winning Volunteer 13K initiative. The intern would:
- Serve on the executive committee planning potential events and initiative upgrades
- Communicate with County departments to develop and schedule Volunteer events
- Write marketing materials, photograph and document events, update mymc pages
- Communicate with volunteers and distribute promotional materials
- Assist in scheduling events in TheHUB, completing attendance, and compiling data for reports

Additional projects could include supporting TheHUB Administrators and the L&D facilitators in promoting and organizing learning content, both virtual and socially distanced in-person.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
The successful intern will be interested and potentially have skills in:
- Volunteer coordinating
- Marketing and/or Communications
- Enthusiasm and a "can do" attitude
- Data management and report design
- An appreciation for and awareness of County programs and services
Juvenile Probation Department
Laura Eller, Innovation and Communications Manager

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 placement with MCJPD, crafting the experiences to meet their individual areas of interest.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
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, 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.

Maricopa County Recorder's Office
https://recorder.maricopa.gov/

PROJECT SCOPE & INTENDED OUTCOMES:
The Maricopa County Recorder’s Office is an elected office responsible for serving county residents with the recording of important legal documents, voter registration, and the tabulation of election results. MCLEAPS interns will work primarily for two parts of the organization. First, interns will engage with the legislative team to track proposed legislation, assist with drafting legislation, and engage in outreach with legislators and community stakeholders to explain the election process through tours and engagement. Second, MCLEAPS interns will work with the Customer Relations Team on communications with constituents who have a variety of questions regarding the recording of documents, voter registration, and elections. The intern will learn about the legislative process and the interplay between government offices, the state legislature, and the community. Additionally, the intern may have an opportunity to work with human resources or finance on some smaller additional projects.

PREFERENCES, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS
Preference for students pursuing degrees in law or journalism. Interested graduate or undergraduates welcome to apply. Students with special interest in the legislative process and/or communications are desired. The ideal candidate will have demonstrated writing skills, enjoy engaging with community members, and be a self-starter.
OFFICE/DEPARTMENT NAME: Office of Maricopa County School Superintendent (MCSS)
OFFICE/DEPARTMENT WEBSITE: https://schoolsup.org/

PROJECT SCOPE & INTENDED OUTCOMES
The intern will gain knowledge and experiences related to public service within the office of the Maricopa County School Superintendent. This will include assisting with statutory responsibilities such as school governing board elections and school finance support. In addition, the intern will learn and assist MCSS in the role of strengthening teacher voice, increasing respect for the education profession, and creating resources that expand the capacity of teachers, administrators and support staff. The intern will support with a range of activities that support these pillars of MCSS while gaining experience across departments. This will include data research, community outreach, resource development, and assistance with public and media relations events.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
Intern should be organized and be able to write and communicate well
Intern should have basic knowledge and understanding of government functions, operations, protocols, service
Intern should understand the use of technology, data and social media platforms

OFFICE/DEPARTMENT NAME: Sheriff’s Office – Health and Wellness Division
OFFICE/DEPARTMENT WEBSITE: https://www.mcso.org/

PROJECT SCOPE & INTENDED OUTCOMES
Maricopa County Sheriff’s Office (MCSO) is looking for an enthusiastic wellness/health promotion intern to join the newly minted Health and Wellness Division. The internship offers students the opportunity to gain practical health and wellness experience in program development and strengthen their professional skills particularly in assessment, writing, organization, and interpersonal communication. The internship will include projects focused on multiple dimensions of wellness. Interns will get hands-on experience assisting the Health and Wellness team with planning and administrating health and well-being programs for agency-wide implementation.

Examples of duties may include:
- Assist in developing new wellness programs and marketing strategies focused on TxDOT’s six wellness dimensions. (Programs will be determined based on needs of MCSO and the interest of the intern).
- Develop health education materials on a variety of health-related topics/programs developed.
- Write wellness articles and tip sheets.
- Assist with promoting Maricopa County and MCSO employee resources.
- Assist with established wellness program promotion and marketing.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:
Desired competencies:
- Knowledge of health science and promotion, theories of health behavior, and program planning and implementation.
- Strong oral, written, and presentation communications skills.
- Efficient in Microsoft applications.
- Detail-orientated.
- Strong organization and time management skills.
- Ability to work independently with initial guidance in a team environment.

Pursuing a degree in Community Health, Dietetics, Exercise and Wellness, Health Science, Health Education and Health Promotion, Kinesiology, Population Health, Exercise Physiology, or Exercise and Nutritional Sciences.
PROJECT SCOPE & INTENDED OUTCOMES

The Sex Offender Notification Unit (SONU) is currently housed within the Major Crimes Division (MCD) of the Maricopa County Sheriff’s Office (MCSO). The current staffing for SONU is (2) sworn deputy sheriff/detective(s). We are seeking the assistance of an intern to help assist with the workload of the sworn personnel while giving an opportunity to a qualified intern to see the inner working of the criminal justice system.

The daily tasks of this intern position will be mostly administrative in nature and will not require the participant to frequently leave MCD offices or physically interact with offenders. The intern will be tasked with creating or updating files for each offender. The offender files are extremely detailed and time-consuming in nature. They often require the gathering of the following documents: Original Registration Documents, All Relevant Court Documents and Police Reports, Certified or Conformed copies of Court Documents and Sentencing Documents, Full Criminal History, Sex Offender Registry Inquiry Document (SORI-JWI), Sex Offender Profile Questionnaire Documents (SOPQ-JWI), Risk Level Assessment, and Copy of the Community Notification Flyer when applicable.

Additional reoccurring tasks may include ensuring the appropriate Community Notification are made and Community Group Meetings are attended when requested. The intern will also be tasked with completing removal request forms and paperwork while liaising with the Arizona Department of Safety. The intern position would be an organizational benefit to MCD and a fiscal benefit for MCSO. The intern would support organizational efforts to civilianize functions in the Office that can be reasonably and effectively carried out by civilian rather than sworn personnel.

Ultimately, the intern should complete their time with MCD and leave with a better understanding of the Criminal Code and its application in today’s society. In other words gain the understanding of, letter of the law vs spirit of the law.

Additional duties could involve supporting TheHUB Administrators and the L&D facilitators in promoting and organizing learning content, both virtual and socially distanced in-person.

PREFERRED CANDIDATE QUALIFICATIONS, DESIRED COMPETENCIES, ACADEMIC DISCIPLINES, AND SKILL SETS:

This position would fit a student whose overall academic discipline is geared towards law enforcement, public safety or civil service. Must possess a valid Arizona driver’s license or have the ability to obtain by the time of hire. Must pass employment and criminal background reviews.

Preferred Skills:

- Collecting and analyzing complex data.
- Documenting information clearly and factually.
- Applying logic to evaluate conflicting information.
- Assessing documents for accuracy and legal compliance.
- Communicate effectively in verbal and written format as appropriate for the audience.
- Interact professionally with all levels of employees, the public, and other agencies.