



Travis County Commissioners Court Agenda Request

Meeting Date: July 1, 2014
Prepared By/Phone Number: David Salazar
Office of the Travis County Judge
512-854-9555

Elected/Appointed Official/Dept. Head: Samuel T. Biscoe
Travis County Judge

Commissioners Court Sponsor:

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION REGARDING GUIDELINES FOR INTERNSHIP AGREEMENT BETWEEN TRAVIS COUNTY AND THE AUSTIN COMMUNITY COLLEGE CENTER FOR PUBLIC POLICY AND POLITICAL STUDIES.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see memo.

STAFF RECOMMENDATIONS:

ISSUES AND OPPORTUNITIES:

FISCAL IMPACT AND SOURCE OF FUNDING:

REQUIRED AUTHORIZATIONS:

SAMUEL T. BISCOE
COUNTY JUDGE



TRAVIS COUNTY ADMINISTRATION BUILDING
700 LAVACA STREET SUITE 2.700
P.O. BOX 1748
AUSTIN, TEXAS 78767
(512) 854-9555
(512) 854-9535 FAX

MEMORANDUM

TO: Commissioners Court

FROM: Samuel T. Biscoe, Travis County Judge *S TB*

DATE: June 30, 2014

RE: Backup for Item #24, ACC Internship Program

ACC requests an Interlocal Agreement or statement of guidelines regarding the internship program. City of Austin recently approved written guideline's governing their program. Our program has been implemented in the same manner since inception.

The following documents are attached:

- A. A one-pager highlighting the advantages of internships.
- B. A statement showing county departments that have been using ACC Interns and how many
- C. A statement showing ACC Interns hired by Travis County, after the internship.
- D. A proposed Interlocal or set of guidelines.

ACC Travis County Intern Program

Background of the ACC Internship Program-

- First presented to the Commissioners Court in 2007
- The intern program start during the 2008 ACC spring semester
- Travis County has had a total of 56 ACC interns
- 16 of the 56 ACC Interns have been hired by Travis County after their internship
- 20 departments have had ACC interns over the past 6 years

How Travis County Benefits from the Intern Program-

- Creates an opportunity to recruit new talent for Travis County
- Travis County has acquired new employees from the ACC intern program
- Opportunity to change someone's thoughts about the government and public sector
- Improves production in the office, freeing up the staff to handle new projects or assignments
- Supplied high quality interns that are interviewed and selected by ACC faculty

How the Student/Intern Benefits from the Intern Program-

- Provides an opportunity for the student to be part of something meaningful
- Opportunity to find a mentor in a desired future career field
- Gain valuable experience in a "hands on" approach to work
- Develop the necessary skills needed to help them be successful in workforce
- Students are able to experience the inner workings of the government on a firsthand basis
- Students have an opportunity to earn a job after internship ends

Importance of the ACC Internship Program-

- Allows young people the opportunity to be involved in the inner workings of the government
- Educates interns on the day-to-day governmental operations and work
- Students are able to experience the inner workings of the government on a firsthand basis
- The paid internship lessens the burden of affording a higher education for the interns
- County employees are able to get to know a younger generation and what they think about a variety of topics

Attachment A

Travis County/Austin Community College
Internship Program

Attachment B

Spring 2008 - Spring 2014

DP #	DEPARTMENT	Spring '08	Fall '09	Spring '10	Fall '10	Sum '11	Fall '11	Spring '12	Fall '12	Fall '13	Spring '14	TOTAL HIRES
1	County Judge	20005	20005	20005	20005		20005	20005	20005	30051381		8
3	County Commissioner, Pct 2	20001									30052001	2
4	County Commissioner, Pct 3								20005			1
5	County Commissioner, Pct 4						20001					1
6	County Auditor									30051380 30051401		2
9	Planning & Budget			20022								1
10	Intergovernmental Relations					20002						1
11	Human Resource Management	20022	20022	20022	20022	20043	20043	20022	20022		30005579	12
12	Information & Telecommunications				20006		20006					2
14	Facilities Management				20073							1
15	Purchasing & Inventory Mgmt	20015										1
22	Civil Courts				20003	20004				20003	30051427	6
26	Justice of the Peace, Pct 1							20008	20008			2
31	Constable, Pct 1								20001		30051426	2
33	Constable, Pct 3							20003				1
35	Constable, Pct 5							20018				1
38	Medical Examiner					20021						1
49	TNR (Transp & Natrl Resrc)	20095			20095							2
55	Criminal Justice Planning	20001	20001	20001	20001	20001						5
57	Records Management						20009	20009	20009		30005628	4
Total Slots		6	3	4	7	7	6	7	7	4	5	56

ACC INTERNS HIRES (After Internship Ended)				
DEPARTMENT	NAME	INTERNSHIP	COMMENT	STATUS
Commissioner Pct 2	Sarah Fitzgerald	SPRING 2014	Internship ended - transferred to Ofc Asst temp	Still current employee. 2001317
Records Mgmt & Communication Resources	Amelia Couhig	SPRING 2014	Internship ended - transferred to Imaging Prod Tech temp	Still current employee. 2001482
County Judge	Bobbitt, Milo	FALL 2013	Internship ended - transferred to Ofc Asst temp	Still current employee. 2000970
Justice of the Peace 1	Jason Fasel	SPRING 2012	Internship ended 5/11 Hired back as "02" temp Ct Clk I	Termed 9/2/12. Rehired 1/28/13 and termed 3/16/13. Rehired 5/8/13 and termed 6/1/13.
Constable 3	Janelle Coleman	SPRING 2012	Internship ended 5/11 Hired back as "02" temp Ct Clk I	Termed 9/14/12.
Records Mgmt & Communication Resources	Joseph Call	SPRING 2012	Internship ended 5/11 Hired back as "02" temp Ofc Asst	Termed 8/31/12.
County Judge	Shane Manning	FALL 2011	Internship ended 12/9 Hired back as "02" temp Ofc Spec Sr	Termed 5/15/12.
Commissioner Pct 4	James Juarez	FALL 2011	Internship ended 12/9 Hired back as REG PT Ofc Spec Sr	Termed 6/16/14.
Human Resource Management	Carolyn Brody	FALL 2011	Internship ended 12/9 Hired back as "02" temp Bene Asst I	Termed 8/25/12. Rehired 6/1/13 and termed 1/1/14.
Human Resource Management	Leslie DesJardin	FALL 2010	Internship ended 12/17 Hired back as "02" temp Bene Asst I	Termed 1/7/11.
Information Technology	Samantha Casertano	FALL 2010	Internship ended 12/30 Hired back as "02" temp Plan/Res/	Still current employee. Temp to regular 8/6/13. 952832

Attachment C

ACC INTERNS HIRES (After Internship Ended)				
DEPARTMENT	NAME	INTERNSHIP	COMMENT	STATUS
Transportation & Natural Resources (TNR)	Jaden Davis	FALL 2010	Internship ended 12/17 Hired back as temp Accountant Assoc	Termed 12/22/10.
County Judge	Aaron Lehr	SPRING 2010	Internship completed 5/21/Rehired as "02" Ofc Spec Sr 5/24 to wk on projects.	Termed 8/31/10.
Human Resource Management	Mishon Lechler	SPRING 2010	Internship completed 5/21/Rehired as "02" Bene Asst I.	Termed 8/13/10.
Criminal Justice Planning	Isiah Portillo	SPRING 2010	Current employee with 2nd job as ACC intern.	Still current employee.
Commissioner Pct 2	Joseph Hon	SPRING 2008	Internship ended - Hired as REG FT Exec Asst	Still current employee.



City of Austin

Human Resources Department

P.O. Box 1088, Austin, TX 78767
(512) 974-3215, Fax (512) 974-3209

Mark Washington, *Director, Human Resources and Civil Service*

Mark.Washington@ci.austin.tx.us

March 20, 2012

Linda Young

Special Assistant to the President for External Affairs

Austin Community College

5930 Middle Fiskville Road, Austin, TX 78752-4341

Dear Ms. Young,

I am writing to summarize and confirm our discussions with Peck Young, Director of the Center for Public Policy and Political Studies (CPPPS), to have an ongoing internship program with the ACC CPPPS program. As we discussed with Mr. Young, we will work in good faith with you and professors in the program to place your students in temporary intern positions at the City of Austin for the duration of the long semesters (Spring and Fall) as long as funding and qualified students are available to make it happen. We have recently committed to placing eight students for the current semester and believe that we will be successful in doing so.

I have designated Roberta Byram, Employment Manager to act as the main contact for the City of Austin. I understand that Mr. Young will be the main contact for ACC.

I believe that my staff has worked successfully with ACC to make current and future enhancements to the program. Specifically we are implementing the following current and future improvements to the program:

- Establish a firm schedule for receiving resumes, conducting interviews and beginning employment each semester
- Increase City of Austin department participation in the interview process to ensure a good match for internship assignments
- Conduct a formal orientation program for the interns at the beginning of the semester
- Allow students to be exposed to some City-wide activities that exhibit our core values when possible
- Establish a future pay rate for the interns that is in line with our other intern programs, not to exceed \$11-\$12 per hour

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Attachment D

Program Guidelines for Internship Agreement
Between the City of Austin Agreement and
ACC Center for Public Policy and Political Studies

The City of Austin will

- Interview up to 10 students at least 3 weeks prior to the start of the fall and spring semesters
- Assign up to 8 students in City Departments for the fall and spring semesters
- Interns will be classified in the Muni Program Administrative title
- Internship salaries will be set between \$11.00 and \$12.00 per hour based on the assignment for 20 hours per week per 16 week session per student
- No payments will be made to Austin Community College
- Provide feedback both positive and constructive to CPPPS on each student's performance, attendance, professionalism, adherence to City Policies and Procedures, and ability to meet expectations set out in agreements made between the Intern and supervisor.

Austin Community College CPPPS will

- Screen and refer up to 10 students at least 4 weeks prior to the fall and spring semesters
- Provide resumes of referred students no later than 4 weeks before each semester.
- Take appropriate action if a student does not perform or if there are repeated absences or tardiness

Austin Community College Interns

- Are employees of the City of Austin and are subject to all City of Austin Policies and Procedures including dismissal in accordance with policies under the Performance Counseling/Discipline Complaints section of the City Policies.
- Are temporary employees and are not entitled to medical, dental life insurance or other benefits. Temporary employees are not eligible to accrue sick or vacation time. Temporary employment does not guarantee appointment to a regular position.



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- Continue to work through any intern performance or behavior problems and replace or remove interns who do not perform

If you agree with these enhancements to our partnership and collaboration please sign and return this letter with your concurrence.

Sincerely,

Mark Washington
Director of Human Resources
City of Austin

Linda Young
Special Assistant to the President for External Affairs
Austin Community College

Date