



Student Intern - Level IV

Class Code:
998D

Bargaining Unit: Unrepresented - Classified
& Exempt Student Workers

COUNTY OF CONTRA COSTA

SALARY RANGE

\$24.51 - \$29.80 Hourly
\$4,248.99 - \$5,164.68 Monthly
\$50,987.88 - \$61,976.16 Annually

DEFINITION:

Bargaining Unit: Unrepresented - Classified & Exempt Student Workers

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

This multiple level classification is designed for the employment of students and recent graduates on a limited-term hourly basis up to twenty (20) hours per week. The Student Intern classification is a County-wide classification and duties performed will vary in scope of activity depending on the assigned department and level. Students can advance in both level and pay based on education and operational need.

DISTINGUISHING CHARACTERISTICS:

Appointment to this temporary class is restricted to students enrolled in, or recent graduates of, an accredited high school, technical school, junior college, or four-year college or university. Incumbent curriculum must lead to a diploma, program certificate, Associate, Bachelor or advanced degree. This classification will provide a means of temporary employment whereby students may become familiar with the practical application of courses being studied and other areas of interest and is anticipated to provide an opportunity for students to transition into regular county employment. Incumbents will be temporary employees; no regular permanent appointments will be made to this class. Student Interns will not be used in lieu of hiring regular county employees.

MINIMUM QUALIFICATIONS:

Education: Current enrollment in, or recent graduation from, a high school, accredited college or university, or training program that leads to a diploma, program certificate, Associate, Bachelor, or advanced degree. Student must submit a completed application for employment and transcripts or course schedule verifying enrollment.

Work Permit: Applicants under 18 years of age must secure a work permit from their high school before being employed.

KNOWLEDGES, SKILLS, AND ABILITIES:

Varies depending on classification level. A student intern must meet the minimum qualifications to be assigned at a specific classification level. For example, a senior in college may work as a Student Intern Level I, II, or III (Level III requires work related to the field of study) but not as a Student Intern Level IV or V.

VERIFICATION AND AUDIT PROCEDURES:

- Current enrollment for the purposes of this classification shall mean enrollment in a high school or high school equivalency program or; enrollment in a minimum of six (6) semester units or; eight (8) quarter units or; 90 credit hours, at an accredited college or vocational school.
- Departments utilizing this class are responsible for compliance with County Policies and Procedures governing student employment.
- All positions are temporary and no permanent appointments are made to this class. Participation in this program in a student status shall not exceed a total of four (4) calendar years from initial date of appointment. Recent graduates shall not exceed one (1) calendar year of employment after graduation at any classification level. No person may participate in this program for more than a total of five (5) years regardless of Level. For Level I through Level IV of this classification, one year is defined as any time worked between August 1st and July 31st of the following year.
- Students Interns shall work no more than 20 hours per week while actively attending school. **Student Interns on summer break (May through September) may work up to forty (40) hours per week for up to twelve (12) weeks during the break.**
- Students who graduate and receive a degree or certificate may remain at the applicable level for up to one year from the date of graduation.

TYPICAL TASKS:

Student Intern, Level IV

Professional and graduate school students; Individuals assigned to this classification would only be eligible to work in a position related to the student's field of study. In addition to all of the above, the Level IV Student Intern, under the supervision of professionals, assumes responsibility for preliminary studies, analysis, and recommendations on systems, devices, machines, and procedures of the Department.

SPEC HISTORY:

Established 09/27/2016