

# MANAGEMENT INTERN (CAO Staff Officer)

## Unclassified Management

### Recruitment No. 08034801UMI

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The County of San Diego invites résumés from students completing a master's degree in public administration by June 2008 for the position of Management Intern (CAO Staff Officer).

The incumbent will provide a leadership role in the management of the administrative activities of the 17,000+ employees of the County of San Diego. This is an unclassified management position and serves at the pleasure of the Director of Human Resources and the Chief Financial Officer.

The County of San Diego is committed to providing the residents of San Diego County with superior County services in terms of quality, timeliness and value, in order to improve the region's Quality of Life.

The individuals appointed to these positions will complete a 12 month internship program starting in July 2008. In the program, the interns will work on a rotational basis in different departments to gain an understanding of the County of San Diego overall. Interns successfully completing the program will be considered for other positions within the County.

The major functions of the Management Intern position include:

- ◆ Performs budget and program analysis.
- ◆ Formulates and recommends countywide policy.
- ◆ Conducts organizational and administrative field studies and statistical analysis of research data.
- ◆ Attends various administrative and public meetings including Board of Supervisors, Civil Service commission, etc.
- ◆ Participates on streamlining task forces and other business process re-engineering teams.

- ◆ Develops policy, procedures, plans, or strategies and recommends these to the Chief Administrative Officer, Director of Human Resources, and/or other designated management representatives.
- ◆ Analyzes administrative, organizational, and legislative issues.
- ◆ Performs special studies/assignments.
- ◆ Serves as county representative in review of instruments, documents and finance closing.

### **QUALIFICATIONS**

The Management Intern program is a one year internship for individuals who have earned or completed all coursework towards a master's degree in public administration or closely related field. Applicants need not have completed their degree at the time of application, but the degree must be completed prior to appointment.

Experience performing special assignments and providing administrative support and coordination for executive management of a large public agency is highly desirable.

Essential to this position are skills and abilities to:

- ◆ Analyze complex problems and logically identify solutions.
- ◆ Interpret and apply policies and procedures governing various established administrative and management functions.
- ◆ Prepare executive-level correspondence and reports.
- ◆ Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- ◆ Accurately perform arithmetic calculations including adding, subtracting, multiplying, dividing, using percentages, averages and statistics.

- ◆ Prepare and give public presentations on countywide activities, functions, and issues.

### **GENERAL MANAGEMENT SYSTEM**

The mission of the County of San Diego is to provide the best possible services to the County residents. Like any organization with an ongoing mission, the County engages in a continuous cycle of planning, implementing plans, monitoring implementation, and then re-evaluating and renewing the planning process. The County's comprehensive guide for managing this cyclic process is the General Management System (GMS). Information on the GMS can be obtained by visiting the County's website at:

[www.sdcounty.ca.gov/cao/docs/completegms.pdf](http://www.sdcounty.ca.gov/cao/docs/completegms.pdf)

### **APPLICATION AND SELECTION PROCESS**

Applicants will need to submit:

1. Résumé and cover letter.
2. Copy of master's degree program transcript.
3. Answers to the required essay questions which can be found on our website.

You are encouraged to apply immediately. The submittal deadline is May 1, 2008 at 5:30pm. Résumés and other required documents may be submitted directly to Christina Rosenmeier by email, mail, fax or dropped off at the Department of Human Resources.

Résumés should highlight those areas of experience outlined under "Qualifications". In addition, résumés should include: academic degrees held and dates conferred; and employment history including dates of service, position title, salary and names and telephone numbers of employers. For each employer listed and position held, include the size and scope of

operation, reporting patterns and the specific types of administration performed, including human resources, fiscal management, budgeting, and accounting.

Applications and résumés will be initially screened for minimum qualifications listed above. An evaluation board will convene to review submittals and identify top competitors. Only those candidates with backgrounds that meet the County's needs will be scheduled for interviews.

### **SALARY AND BENEFITS**

Appointments will be made at the rate of \$53,000.

The benefit package includes:

- ◆ Fifteen days paid vacation; thirteen days paid sick leave and thirteen paid holidays.
- ◆ Medical, dental and vision insurance plans.
- ◆ Disability Insurance, Life Insurance and Accidental Death and Dismemberment Insurance.
- ◆ Flexible Management Benefit Plan - a monthly credit may be used to select benefits from a group of options.
- ◆ Deferred Compensation Program with 457 and 401(a) plans.
- ◆ Retirement System with vesting at 5 years and a 3% @ 60, single highest year formula for general employees. The County provides partial offset of employee contribution. Retirement is integrated with Social Security.
- ◆ Retirement System has reciprocal agreements with many California public agencies, which allow members to maximize retirement benefits.
- ◆ Membership in the San Diego County Credit Union.

## **SPECIAL NOTES**

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority.

The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Disabled persons may make accommodation arrangements by contacting the Department of Human Resources.

County of San Diego  
Department of Human Resources  
1600 Pacific Highway, Room 207  
San Diego, CA 92101-2463  
(619) 236-2191  
FAX: (619) 685-2458

<http://www.sdcounty.ca.gov/hr>  
California Toll Free Job Line:  
(866) 880-9374

Class No. 000348  
Unclassified Service DHR 1A  
Christina Rosenmeier (619) 531-5123  
[Christina.Rosenmeier@sdcounty.ca.gov](mailto:Christina.Rosenmeier@sdcounty.ca.gov)

## **ABOUT THE REGION**

San Diego County is California's oldest county and is home to 2.8 million residents of diverse cultural, economic, and racial backgrounds. The area encompasses 4,300 square miles with 70 miles of Pacific Ocean beach, two beautiful bays, several mountain ranges and a breathtaking desert. The County area is 65 miles from north to south and 86 miles from east to west. The year-round climate is mild with an average annual temperature of 63 degrees, sunshine 70% of the time, and annual rainfall of 10 inches.

World renowned tourist attractions include the Wild Animal Park, Sea World, Palomar Observatory, and the San Diego Zoo located in magnificent Balboa Park. The region is home to professional sports teams including the Chargers (football) and the Padres (baseball).

The arts - music, dance, opera, art film and museums - are abundant. Cultural attractions include the San Diego Symphony, San Diego Opera, the Old Globe Theatre, the Civic Light Opera, the Master Chorale, the Chamber Music Society, and the La Jolla Playhouse. Museums include the Museum of Art, Natural History Museum, Aerospace Museum, and the Space Theater and Science Center.

The cultural ambiance is enhanced by a number of colleges and universities, including San Diego State University, the University of California at San Diego, and the University of San Diego. One in four residents has a college degree. With several Nobel Prize winners among its residents, San Diego is home to some of the world's leading bioscience research and development institutions, including the Salk Institute, Scripps Research Institute, and the La Jolla Cancer Research Center.

County of San Diego  
Department of Human Resources  
1600 Pacific Highway, Room 207  
San Diego CA 92101



## **THE COUNTY OF SAN DIEGO**

**Invites Resumes For**

### **MANAGEMENT INTERN (CAO STAFF OFFER)**

**An Equal Opportunity Employer**