

## Information Technology Internship – Pilot Project Proposal

January 18, 2018

The intent of the program is to provide existing IT staff an opportunity to gain some experience, learn what it is like to be a Systems Analyst/Programmer (SAP), and help Mt. SAC grow its own future programmers.

The Internship Pilot Project consist of up to two interns for a maximum six-month term each. Applicants will be asked to submit a résumé, a letter of interest in the program, verification of meeting the minimum requirements, and a letter of recommendation from an IT leader. The letter of recommendation should highlight the candidate's qualifications that will contribute to their success in the program, as well as, why he/she believes the candidate will be a good fit for the program

Applications will be reviewed by a committee of IT managers consisting of, at a minimum, the Chief Technology Officer (CTO) and the Director of Enterprise Application Systems (EAS). At the conclusion of application review, the committee will determine if there is a need for candidate interviews.

The Internship Program is open to all existing, non-probationary IT staff whose current position is below that of a Systems Analyst/Programmer and who meet ALL of the following minimum requirements:

- Most recent Performance Evaluation filed in HR has a rating of Meets Standard or higher
- Has completed coursework equivalent to an Associates Degree in: CIS, Programming, Computer Science, Database Management System, or Application/Web Development
- Has as least one full-time equivalent year of employment in an IT related position

The program duration is a maximum of six months.

- The initial month consist of job shadowing and learning from one or more members of the programming staff. During the job shadowing stage(s) the Intern will be paid at their current classification salary rate
- Depending on the Intern's existing skills the Intern may be allowed to configure or code in parallel with their mentor(s). The intern's configurations and codes will be used as a learning tool with the possibility implementation

There will be an evaluation at the end of 30 days. The outcome of the evaluation will result in one of the following four decisions (note: options 2-4 will result in another evaluation after 60 days, with the same possible outcomes):

1. Termination of the internship
2. Extension of the job shadowing process for an additional 30 days
3. Placement in a partial out-of-class assignment, which will include job shadowing and Systems Analyst/Programmer work. This will result in a prorated increase to the intern's salary

4. Placement in a temporary out-of-class assignment as a Systems Analyst/Programmer and pay based on the temporary classification

Participation in the program does not guarantee the Intern a position as a Systems Analyst/Programmer.

- At the end of the program the intern resumes their permanent position classification with no negative impact to service credit or applicable pay rate
- Participation in the program shall not negatively affect the interns permanent position performance evaluation

Successful completion of the full six-month Internship Program equates to meeting the minimum qualifications for any future Systems Analyst/Programmer position opening. In addition the employee will be eligible to assist with any temporary out-of-class System Analyst/Programmer-work opportunities, such as covering an extended leave or assisting with project workload. In order to facilitate the Intern's concentration on the Internship Program, IT will hire a substitute to backfill the Intern's permanent position while they are in the program. (Will need approval for 6-month substitute).

**IT Internship – Pilot Project – Budget Planning**

Calculations are based on salary table - *Effective July 1, 2018 through June 30, 20*

First month – Intern is paid at their existing rate while job shadowing

- Highest possible is Range 122 step 6 + longevity =  $\$101,595 \times (1.035) = \$105,150/\text{yr}$  or  $\$8,762/\text{mo}$
- Lowest Possible is Range 79 step 6 =  $\$66,230.16/\text{yr}$  or  $\$5,519/\text{mo}$

Second through sixth month – Assumes intern is moved to full out-of-class position @ salary that gives 5% bump or position max pay =

- Highest possible is Range 124 step 6 + longevity =  $\$103,637 \times (1.035) = \$107,264/\text{yr}$  or  $\$8,938/\text{mo}$
- Lowest Possible is range 124 step 1 =  $\$81,202/\text{yr}$  or  $\$6,766/\text{mo}$

Total program cost

- Highest possible program cost =  $8762 + (8938 \times 5) = 53,452$  |  $53,452 \times 2 = \$106,904$
- Lowest possible program cost =  $5519 + (6766 \times 5) = 39,349$  |  $39,349 \times 2 = \$ 78,698$