

**SANTA CRUZ COUNTY  
PERSONNEL ADMINISTRATIVE MANUAL**

<b>Topic: INTERN APPOINTMENTS</b>	<b>Date Issued: April 18, 1991</b>
<b>Section: FILLING OF VACANCIES-TEMPORARY</b>	<b>Date Revised: August 5, 1999;</b>
<b>Number: V.1.B.7.</b>	<b>March 2025</b>

**PURPOSE:**

To define the requirements for appointment of Interns. The utilization of interns is essential to building the talent pipeline for public service and succession planning.

**LEGAL BASIS:**

Federal and California State Child Labor Codes  
County Code Section 3.16.090 Classification  
3.28.010 Appointment Procedures  
Class specification for Intern I - IV

**POLICY:**

- I. Interns are employed by Santa Cruz County based upon the complexity of assignment. If subsequent to employment processing, an Intern becomes ineligible, they must be terminated by the hiring department immediately.
  - A. Intern Levels:
    1. Intern I - Trainee level and does not require a specific background. Interns will receive initial exposure to their field of interest to gain skills and experience in a professional setting.
    2. Intern II - First working level requiring one (1) year of experience, training, or education (completion of college-level coursework). Work will require independent judgment within set guidelines.
    3. Intern III - Journey level requiring two (2) years of experience, training, or education (completion of college-level coursework). Requires higher level knowledge and higher level independent decision making, significant public or executive level interaction or cross-departmental facilitation and collaboration. May be assigned to perform more difficult general duties within the assigned department.

4. Intern IV - Advanced journey level requiring three (3) or more years of experience, training, or education (completion of college-level coursework). Performs duties of high complexity, impact and difficulty and may serve as a technical resource. May use advanced technical skills and/or work as assistants on specialized programs or projects.
- II. Work assigned will be appropriate to the tasks listed in the intern class specifications. Interns are not assigned the full scope of duties typically performed by other classifications. Otherwise, the departments will consider an appropriate standard County job class within civil service rule guidelines.
  - III. Interns are employed in a non-competitive extra-help capacity only.
  - IV. Interns will not be allowed to work prior to proper processing and approval by the Personnel Department.

**PROCEDURE:**

- I. Documents submitted for Intern approval include:
  - A. A completed County application;
  - B. An original copy of the work permit is required for Interns ages 12 - 17;
  - C. A memo stating the duties that the Intern will be performing. Guidelines: duties should be appropriate for the level of Intern; and
  - D. A completed Personnel Action Form
  - E. A copy of the Intern Work-site Agreement (PER133)

\*The Employment Services Division Manager or their designee shall make the final determination regarding acceptable forms of documentation for the purposes of validating qualifications when questions arise.

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[PER3133](#) [SITE AGREEMENT - FORM](#)