

Human Resource Internship

College to County Intern 2023 - Department of County Assets (DCA)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 30 - 40 hours a week

Telework: Fully remote

Building Physical Location: Multnomah Building | 501 SE Hawthorne Blvd., Portland, OR 97214

Does This Position Require Driving a County Vehicle? If so, please explain why and frequency: No

Department Description

Multnomah County is seeking a Data Technician (intern) to join the DCA HR Team. You will assist in and/or perform technician duties involving the collection, editing, entering and validating data related to recruitment and compliance material. You will interface with the DCA HR team members and other HR professionals in the county. The learning objectives of this internship are to improve your knowledge of data collection and metrics, develop your ability to make informed data information management decisions, recognize the value of digital preservation, and become familiar with records management.

The Department of County Assets ensures that those who serve the community have what they need to provide excellent service. We envision a thriving community built on information, spaces, and services for everyone. The department manages technology, facilities, vehicles and records for Multnomah County. We provide countywide services and support behind the scenes to ensure county programs can serve residents effectively. In short, we serve the people who serve the people. The DCA HR Team supports the employees and contingent workers that do this work.

This position will have an emphasis in the following duties:

- Auditing digital recruitment records and ensuring all documentation is contained in DCA HR Shared Google Drive
- Assisting with organization of paper files and archiving records as required
- Assisting with data collection and dashboard for work prioritization and trend analysis
- Creating documentation for future reference
- Collect, verify, update, correct, and enter data in existing information systems; investigate and resolve data and reporting inconsistencies; assist in the development and implementation of data entry, reporting, collection, and workflow procedures.

- Participate in determining appropriate drive system structures; assist in the design of input and output documents such as forms and reports; prepare report specifications.
- Utilize software to manipulate data and produce routine business and technical reports, spreadsheets, and documents.

Education and Experience:

We are looking for someone with major course work in the area of Human Resources, Information Services, Archives, Records Management or a related field demonstrating the capacity for the required knowledge and skills including:

- Ability to establish relationships and work effectively with others in a dynamic, self-directed, team-based environment.
- Works effectively and collaboratively with others in a variety of settings toward shared goals.
- Excellent verbal and written communication skills; communicates effectively with team members. Effective active listening skills
- Plans, prioritizes, and organizes work effectively to produce measurable results. Makes the best use of available time and resources to effectively manage tasks and meet productivity expectations
- Uses critical thinking, analytical skills, and a solution-focused approach to address challenging or difficult situations
- Strong attention to detail; ability to be highly accurate with critical information and be able to adapt during constant interruption of duties
- Exceptional numerical aptitude, analytical & problem-solving abilities
- Positive & productive attitude.
- Ability to handle confidential information with discretion.
- Intermediate knowledge of Windows operating system, Google Mail and Apps including Sheets or other spreadsheet management software.

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.