

Business Applications & Technology (BAT) Internship

College to County Intern 2023 - Department of Community Justice

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2023 - 12 weeks

Hours: 20 - 40 hours a week

Telework: *Fully remote but hybrid is an option*

Building Physical Location: *Mead Building*

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

What Does the DCJ Business Applications & Technology team Do?

The Department of Community Justice (DCJ) is recognized as a national leader in both adult and juvenile community justice. DCJ routinely consults and makes use of evidence-based practices in our program and policy development. The Department's commitment to data-informed decision-making has led DCJ to make smart investments of taxpayer dollars in supervision, sanctions, and services for the County's highest risk and highest need justice-involved individuals. DCJ makes long-term investments in its employees through the provision of education and training. The Department believes that in order to enhance public safety we must work collaboratively with the judiciary, law enforcement, schools, treatment agencies and the community.

The DCJ Business Applications & Technology (BAT) team provides oversight for evaluation, selection, purchase, and implementation of effective, innovative technology solutions. BAT collaborates with partner agencies from local, state, and federal governments as well as private service providers in order to develop system-wide technology solutions for data sharing. Team members of BAT work to foster the use and

understanding of data management and reports for decision-making and facilitate a variety of information system training that enhances the Departments operations.

BAT provides technological support and administrative functions across DCJ's portfolio of over 25 different information systems. As the number of employees working remotely has increased, the need for this support within DCJ has increased and demand for technology projects continues to grow.

Through innovative technological solutions and wise technology investments, the Department is better equipped to promote community safety and reduce criminal activity. This unit demonstrates effective agency collaboration and fiscal responsibility.

Internship Description & Responsibilities:

This position will support the Business Applications & Technology team within the Department of Community Justice. The goal is to provide the intern with visibility and experience in working with various units and teams across DCJ as well as how we work with our IT partners on technology projects for DCJ.

Some possible projects may include:

- *Helping with DCJ's intranet redesign project*
- *Updating the BAT team's documentation website*
- *Updating the BAT team's internal webpage*
- *Assisting with mobile device inventory*

Learning Outcomes:

- Project coordination in a focus area that is mutually beneficial for you and Multnomah County
- Connection with staff and programs to deepen your understanding of

public service

- Gain valuable applied experience and make connections in a professional field you're considering for your career.

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to communicate with customers and team members via phone, email, or in person
- Ability to both follow directions and work independently
- Ability to prepare written materials using various software tools
- Ability to pass a records check and be fingerprinted on or before the first day of employment

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.