



City of Vallejo · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.5404

2019 City of Vallejo Summer Intern Program

About the City of Vallejo

Vallejo is the most diverse City in California, with a population of over 122,000. The City has a proven record of providing award-winning programs and services. The City emphasizes transparency in government operations with a strong commitment to the community. The City strives to support, respect, and encourage employee efforts and works hard to retain a talented, professional and motivated workforce.

About the Intern Program

The City of Vallejo's Internship Program is aimed to provide high-caliber undergraduate and graduate students with meaningful work-based learning opportunities, that expand students' understanding of public service, integrate and diversify the organization and support succession planning efforts. The 10-week program supports collaboration across departments with a weekly curriculum that provides an interactive lesson of Vallejo's local government.

Student Eligibility and Compensation

The City of Vallejo offers three types of internships:

1. Graduate student internships

All graduate student internships are paid. A graduate is a student who has completed the requirements for a bachelor's degree and who is enrolled in or a recent graduate of a master's or higher degree program in a postsecondary institution.

2. Undergraduate/Technical student internships

All undergraduate or technical student internships are paid. An undergraduate student is a student who is enrolled in or a recent graduate of a degree program in a postsecondary institution. A technical student must be enrolled in or a recent graduate of a postsecondary institution or vocational/technical school.

3. High School Graduates/GED Certificated

All high school graduate/GED certificated internships are paid. A high school graduate is someone who possess (anticipated to possess) a high school diploma by the start of the program. A GED certificated student is someone who possesses (or is anticipated to possess) General Education Development certificate by the start of the program. This student may or may not be

planning on attending college or trade school in the fall or may be trying to determine their next steps following high school.

Minimum Requirements

All participants must be at least 18 years old (by June 10, 2019), must commit to the entire internship term, be eligible to work in the United States and possess a willingness to learn, positive attitude and self-motivation.

What to Expect During Your Internship

Providing interns with meaningful work is central to the success of the City of Vallejo's program. Interns will learn about public service and acquire the specific skills necessary to function effectively in their career field or help them determine a career path, and become more knowledgeable on civic engagement. The City of Vallejo provides interns with opportunities to:

- Take on relevant work assignments
- Form professional contacts and networks
- Gain exposure to and experience key aspects of local government
- Share new ideas, information and perspectives with current City employees
- Participate in professional developmental activities, such as résumé and interview training

The Application Process

Internship candidates must submit an online application, meet minimum qualifications, provide relevant supplemental question responses, participate in an interview process and successfully complete a background check. Internship position requirements and length vary depending upon the department and specific tasks.

A complete list of current City of Vallejo employment opportunities can be found [here](#).

Supplemental Questions:

1. Select the internship in which you qualify?
 - a. Graduate student internships
 - b. Undergraduate/Technical student internships
 - c. High School Graduates/GED Certificated
2. In response to question one, please identify the technical/degree program/declared major. If you are undeclared or are unsure of your future plans post high school, what jobs/education areas are you most interested in or considering?
3. What type of internship experience piques your interest the most (select up to three)?
 - a. Administrative
 - b. City Communications
 - c. Customer Service
 - d. Economic Development
 - e. Finance and Accounting
 - f. Human Resources
 - g. Legal
 - h. Planning and Development Services

- i. Public Safety
 - j. Public Works Engineering
 - k. Public Works Maintenance
 - l. Risk Management
 - m. Water Utility
4. Why does this internship experience interest you? Why are you motivated to intern for the City of Vallejo?

Timeline

- April 15 – 27: Recruitment
- May 6 – 15: Interviews
- May 20 – June 7: Backgrounds
- June 6: Supervisor Training/Mentor
- June 10 – August 16: Intern Program
 - June 10: Orientation
 - August 15: Program Graduation

10-Week Internship Program Curriculum/Details (Tentative)

- Week One:
 - June 10 (9:00 a.m.-3:00 p.m.) Internship Kick-off, Vallejo Room
 - All-intern Meeting w/ Supervising Staff
 - Mayor Intro
 - Council Member Brown Keynote
 - Ice Breakers
 - Human Resources Onboarding (Forms)
 - Break out with Supervisors
 - Discuss Duties
 - Identify Goals (for Intern/for City)
 - Inform intern about pertinent home site details
 - Access, dress code, safety, customer service, etc.
 - Intern/Supervisor/SLT Lunch (Noon – 1:00 p.m.) City provide lunch
 - Tour of City Hall (Employee ID Photos)
 - Report to home site with Supervisor (2:00 -3:00 p.m.)
 - June 11 (1:30 to 3:00 pm) Council Chambers
 - Overview of City – City Manager/Assistant City Manager
 - City Clerk Presentation
 - Introduction to Council at 7:00 p.m.
- Week Two:
 - June 19 (12-noon to 1:00 p.m.) Vallejo Room (Brown Bag or CAO provide Lunch)
 - City Attorney's Office Presentation
 - Risk Management Presentation

- Week Three:
 - June 26 (12-noon to 1:30 p.m.) Corp. Yard (Brown Bag or PW provide lunch)
 - Transportation to be provided in City vehicles by Supervisors
 - Public Works Presentation
 - Tour of Corp Yard, Water Distribution and Warehouse

- Week Four:
 - July 1 (12-noon to 1:00 p.m.) Vallejo Room (Brown Bag or Chamber Sponsor Lunch?)
 - Planning and Development Services Presentation
 - Economic Development Presentation
 - Chamber Present?
 - July 1 (2:00 to 4:00 p.m.)
 - Walking Tour of Mare Island
 - Take Ferry Over?
 - WETA Building?
 - Savage & Cook?
 - Factory OS?
 - Sound Stage?

- Week Five:
 - July 10 (12-noon to 2:00 p.m.) Vallejo Room (Brown Bag or Finance Provide Lunch)
 - Finance Department Presentation
 - Crosstrain Breakout
 - Interns will be paired and discuss duties.
 - July 12 (10:00 a.m. to 3:00 p.m.) Cross Train Day
 - Transportation to be provided in City vehicles by Supervisors
 - Crosstrain Session One (10:00 a.m. to noon)
 - Lunch (Noon to 1:00 p.m.)
 - Crosstrain Session Two (1:00 to 3:00 p.m.)

- Week Six:
 - July 17 (12-noon to 2:00 p.m.) Fleming Hill (Brown Bag or Water Provide Lunch)
 - Transportation to be provided in City vehicles by Supervisors
 - Water Presentation
 - Tour of Treatment Plant

- Week Seven:
 - July 24 (12-noon to 1:30 p.m.) Station 21 EOC (Brown Bag or Fire Provide Lunch?)
 - Transportation to be provided in City vehicles by Supervisors
 - Fire Department Presentation
 - Tour of Station 21

- Week Eight:

- July 31 (12-noon to 1:30 p.m.) Police Station Training Room (Brown Bag or PD Provide Lunch)
 - Transportation to be provided in City vehicles by Supervisors
 - Police Department Presentation
 - Tour of Police Station

- Week Nine:
 - August 7 – Optional participation in National Night Out (unpaid)
 - August 8 (Noon to 2:00 p.m.) Vallejo Room (Brown Bag or Housing/IT provide lunch)
 - Housing and Community Development
 - IT
 - Parking Program
 - City Communications Program
 - Fiber Program

- Week Ten:
 - August 13 (12-noon to 3:00 p.m.) Vallejo Room (Brown Bag or HR provide Lunch)
 - Human Resources Presentation
 - Resume Writing Workshop
 - Mock Interviews
 - End of Program Presentations
 - August 15 (12-noon to 3:00 p.m.) Location TBD
 - Program Graduation