



HUMAN RESOURCES INTERN

JC: 000354

PG: 081

BU: Non-Rep (N07)

FLSA: Non-Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direct supervision, assists in the performance of a variety of technical, sub-professional and/or basic professional level duties in the Human Resources function to which assigned. Assignments will be directly related to the intern's field of study and a District Human Resources job classification and/or discipline.

CLASS CHARACTERISTICS

This is a limited-term, training level classification in the Human Resources Department. Positions will partner with experienced lead or supervisory staff. Assignments are project-driven and task oriented; the work will directly contribute to the Human Resources Department's commitment to excellence by delivering timely and cost-effective services while providing valuable training and experience that will enhance the intern's educational and career development goals. This classification is distinguished from other Human Resources classifications in that it is used exclusively for internships of a limited duration.

REPORTS TO

Assigned Human Resources Division Manager or designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assists Human Resources staff with various support tasks.
2. Conducts research, collects and analyzes data, and prepares draft documents for work related to assigned Human Resources discipline.
3. Maintains records and files related to specific projects.
4. Assists in the development of graphics, presentation materials and reports.
5. Assists in analyzing information and preparing recommendations on a variety of matters.
6. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of assigned Human Resources discipline
- Statistical and research methods

Skill in:

- Applying basic principles and practices of assigned Human Resources discipline to address issues

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- Conducting studies and research
- Writing clear and concise reports
- Working collaboratively with team members
- Learning new information quickly
- Written and verbal communication

MINIMUM QUALIFICATIONS:

Education

Pursuit of a Bachelor's or Master's degree from an accredited college or university or a certification from a non-profit organization in a field related to the Human Resources discipline, including but not limited to Human Resources, Business Administration, Public Administration, Communications, Sociology, Psychology, or Managerial Economics.

Experience

No experience required.

Substitution

None.

Other Requirements

None.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0630 - Human Resources Workers
Safety Sensitive: No

CLASSIFICATION HISTORY

Created : October 2022

Revised :