



**CITY OF GLENDALE**  
Human Resources Department  
613 E. Broadway, Room 100  
Glendale, CA 91206  
<http://www.glendaleca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:**  
**Human Resources Intern - Hourly City Worker**

*An Equal Opportunity Employer*

**SALARY:** \$17.00 Hourly

**OPENING DATE:** 05/14/18

**CLOSING DATE:** 05/25/18

**FLSA STATUS:** Non-Exempt

**EXAMINATION TYPE:** Hourly Examination

**PROBATIONARY PERIOD:** N/A

**PERS/PARS CONTRIBUTION:** The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

**THE POSITION**

Outstanding entry-level opportunity for individuals seeking a career in the Human Resources field. The selected candidate will learn the essentials of public sector Human Resources work for the City of Glendale Human Resources Department, and assist in a variety of tasks including recruitment, outreach, advertising, exam and interview coordination, classification, compensation analysis, research, training and other tasks.

The City of Glendale Human Resources Department is a busy, high-volume operation serving a full-service City, which includes Police, Fire, Water & Power, Public Works, Community Services & Parks, Library, Arts & Culture and a variety of other City departments. The selected candidate will provide a high degree of exceptional customer service in the performance of job duties.

**MINIMUM REQUIREMENTS**

**Education/Training/Experience**

The ideal candidate for this internship opportunity will have a passion for the Human Resources field and an interest in pursuing a career in the public sector. The ideal candidate will be a graduating senior or graduate student at a recognized college or university, with a degree and coursework in a major relevant to the Human Resources profession. This may include Human Resource Management, Business Administration, Public Administration, Psychology, Industrial Psychology, Sociology, Political Science or any relevant field. Prior work-related experience in the Human Resources profession is a plus.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.glendaleca.gov>

Job #8349  
HUMAN RESOURCES INTERN - HOURLY CITY WORKER

**Human Resources Intern - Hourly City Worker Supplemental Questionnaire**

- \* 1. What is your highest level of education?

- ☐ High School or equivalent
  - ☐ Some College (with at least 60 college units completed)
  - ☐ Associate of Arts / Associate of Science
  - ☐ Bachelor of Arts / Bachelor of Science
  - ☐ Master of Arts / Master of Science or higher
  - ☐ None of the Above
- \* 2. Which of the following areas is your degree in?
- ☐ Human Resources Management
  - ☐ Business Administration
  - ☐ Public Administration
  - ☐ Psychology
  - ☐ Industrial Psychology
  - ☐ Sociology
  - ☐ Political Science
  - ☐ Other
- \* 3. Are you a graduating senior from a recognized college or university?
- ☐ Yes    ☐ No
- \* 4. If the answer to the question above is yes, please provide the name of the college or university from which you are graduating. If the answer to the question is no, please enter N/A.
- \* 5. Are you a graduate student currently enrolled at a recognized college or university?
- ☐ Yes    ☐ No
- \* 6. If the answer to the question above is yes, please provide the name of the college or university you are currently attending as a graduate student. If the answer to the question is no, please enter N/A.
- \* 7. Do you possess prior work-related experience in the Human Resources profession?
- ☐ Yes    ☐ No
- \* 8. If the answer to the question above is yes, please describe your prior experience in human resources. If the answer to the question is no, please enter N/A.
- \* 9. What aspects of the human resources profession interest you and why do you feel you will be successful in this field?
- \* 10. How did you FIRST learn about this position?
- ☐ City of Glendale Website
  - ☐ Visited Human Resources in person
  - ☐ Currently a City employee
  - ☐ Friend or relative
  - ☐ Saw job posting somewhere
  - ☐ GTV6
  - ☐

☐ Twitter

☐ Other

\* Required Question