

AGENDA REPORT

November 18, 2008

TO: City Council
Board of Education

FROM: City Manager
Superintendent

**SUBJECT: UPDATE ON CITY-PUSD CAREER INTERNSHIP PROGRAM
PARTNERSHIP**

RECOMMENDATION

This report is provided for information only.

BACKGROUND

At the joint meeting of the City Council and Board of Education on May 12, 2008, one of the priority projects referred to the Joint City-PUSD Staff Committee for further review and recommendation was the development and implementation of a joint Career Internship Program. The overall purpose of the Program is to encourage local youth to consider careers with the City and to introduce high school students to employment fields offered by the City, with a particular focus on jobs with projected vacancies and career path opportunities.

Beginning in June 2008, the Joint Staff Committee has met monthly and reviewed proposed concepts for a series of Career Internship activities that would link PUSD high school students to both short-term jobs and long-term career opportunities with the City of Pasadena. A working group of the Committee then met to further develop the concepts, set priorities and establish a timeline for implementation. The following summarizes upcoming action plans to initiate City-PUSD Career Internship efforts effective in 2009. Details and timelines for these programs are still being finalized, and each will be monitored, evaluated and modified, where appropriate, to maximize effectiveness and efficiency.

11/18/2008

Item I

I. Short-term Action Step for Early 2009: Linkage of PUSD High School Students to Summer Lifeguard Jobs with the City of Pasadena, Including Offering Key Lifeguard classes in Time to Meet City Qualification Deadlines for Summer 2009.

Each summer the City hires approximately 45 seasonal employees to operate summer aquatics programs at five local pools. Positions range from Junior Lifeguard through Pool Manager. In past years PUSD has offered a lifeguard training class through the Los Angeles County Regional Occupational Program, but students seeking to complete the training and secure certification to meet the City of Pasadena's summer employment timeline have had to go to Monrovia or other locations to complete training and certification by the required deadline. This year, rather than waiting until second semester to begin the ROP Lifeguard class, the class at PUSD will start in early 2009 so that students complete their certification in time to be eligible for summer lifeguard positions with the City.

Further, the District and City will work together, beginning in early 2009, to:

- conduct an information and recruitment effort with PUSD high school students to increase awareness of local summer job opportunities with the City (including both aquatics and day camp jobs, with information about promotional opportunities and how such jobs can lead to career recreation positions), how and when to apply, and a schedule of local training to meet basic lifeguard qualifications in time for Summer 2009 jobs
- offer a workshop to assist interested applicants in completing the application materials and preparing for job interviews

Expanding linkage and recruitment for summer recreation jobs will link students not only to short-term seasonal employment available while they are high school and college students, but also introduces them to career opportunities in the field of recreation and provides key foundational work experience in that field.

II. Short-term Action Step for Spring Semester 2009: PUSD High School Students Explore Career Opportunities in Public Safety and Earn College Credit Through Pasadena Police Department Internship Program in Spring 2009.

The Pasadena Police Department, in partnership with Pasadena Community College, has developed a 14 week internship program to pilot in Spring 2009. The program will provide 12 PUSD high school juniors and seniors the opportunity to explore careers in public safety while earning college credit from PCC. Interns will be enrolled at PCC and earn 3 college credits for Administration of Justice 121, and would complete 9 hours per week in hands-on, behind-the-scenes training in the Pasadena Police Department. From mid-February through May, interns will be scheduled for three shifts per week, approximately 5pm to 8pm, rotating among three sections: Communications, Patrol and Community Services. Deputy Chief Chris Vicino, already an Instructor

with PCC, will conduct the internship course. At the conclusion of the course interns will participate in a debriefing meeting with the Chief, and each intern will submit a three- to five-page written report about what was observed and learned during the various rotations of the internship and how that learning can be applied to his/her future.

Program eligibility is still being finalized but focuses on PUSD students ages 16 and over with an interest in exploring a career in public safety and a minimum grade point average of 2.5. An informational meeting about the program and distribution of applications will be targeted for November/December 2008, with interviews conducted by a community panel in January 2009. Pasadena Police personnel will assist interns in completing the required PCC enrollment materials, and the Police Foundation will make funding available to offset the \$35 PCC application fee, where needed.

III. Long-term Action Step for Summer 2009 through the 2009-2010 School Year: Paid Internship Program with Rotations through Three City Departments (Water and Power, Public Works and Human Services and Recreation).

Reviews of the current and projected City of Pasadena workforce have identified the need to encourage more local youth and young adults to consider career employment with the City, particularly in high-demand positions that are projected to have significant openings and fewer qualified applicants. In addition to career opportunities for college-bound graduates, local high school students who will not be immediately attending college or another post-secondary educational institution may not be familiar with the types of career opportunities available with the City that can begin *without* college experience. One strategy to promote these opportunities to local youth and young adults is to link local youth and young adults while still in high school or immediately following high school graduation with learning experiences as well as paid on-the-job career training internships with the City of Pasadena. The City-PUSD Career Internship Program would provide participants paid internships while still attending school, with on-the-job work experience for an average of 30 hours per week for 9 weeks during summer and up to 8 hours per week during the school year. Each intern would average 450 to 500 hours over the year, at a training wage of approximately \$8.50 per hour.

The initial pilot phase for the proposed Program focuses on career opportunities and internships in three job fields that offer entry level positions which do not require immediate college attendance: in City Water and Power, Public Works, and Human Services and Recreation Departments. Interns would rotate through at least two of these three departments during their internship period. Where feasible, District staff will try to coordinate with City supervisors to identify classroom learning opportunities that link to or enhance the interns' on-the-job work experience.

The first phase of the Student Career Internship Program would become operational in Summer and Fall 2009, with 10 intern placements. To meet this timeline, recruitment materials would be distributed and informational meetings held in late 2008 or early 2009, targeting Pasadena juniors and seniors attending PUSD high schools who have an interest in such a work experience program and have at least a "Satisfactory" rating in school citizenship/conduct. A minimum 2.0 grade point average is preferred but not required. The District's Accountability and Student Achievement Department will assist in the recruitment and application process to attract students who are academically in the mid-range and may not at this point have immediate educational goals beyond high school. The screening process will be coordinated with community-based organizations in order to insure diversity of the internship program. The review of applications, interviews and selection process would be completed by early Spring 2009, with applicants selected, placed and completing an orientation prior to Summer 2009. Based on the outcome of the pilot Program, additional career learning and internships may be developed to offer a broad range of work experience opportunities across additional City departments.

ADDITIONAL SCHOOL-TO-CAREER PUSD PROJECTS

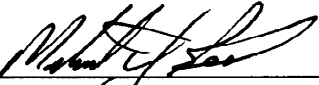
In addition to the City-PUSD career internship efforts summarized in this Report, PUSD continues to offer programs to support successful transitions from school to career, including the various Partnership Academies and the newly redesigned John Muir High School into an academy-based learning system. The Foothill Workforce Investment Board, operated by the City of Pasadena, awarded \$125,000 to PUSD for Fiscal Year 2009 to provide employment and training services to in-school eligible youth (including work experience in the student's field of study). Further, PUSD is actively engaged in a community effort with the Pasadena Coalition for Great Schools, including a component to build a lasting community-wide commitment to sustain multiple pathways to careers with an emphasis on technical and vocational education. Recent award of a grant from the James Irvine Foundation will support development of this effort.

FISCAL IMPACT:

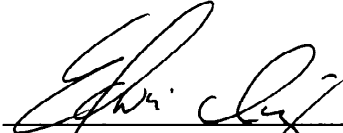
The first two short-term projects (items I and II, above) can be completed within existing budget allocations. The long-term Paid Internship Program (item III, above) would require \$52,800 for implementation, for intern wages and required costs (social security, workers compensation, etc.) for 10 students each interning an average 450 hours between July 2009 and June 2010, including training materials and supplies. With the intern rotations among Public Works, Water and Power, and Recreation, funding would be proposed as one-third to Power and Public Works non-General Fund resources, and require an allocation of \$17,600 from General Fund to support the Recreation portion of the rotation.

Consideration of this allocation could be included in the City's Mid-year Budget Revision process. On-the-job supervision and related costs for the Intern Program would be provided by the host City departments.

Respectfully submitted,



Michael J. Beck
City Manager



Edwin Diaz
Superintendent