

## Employment Pathways

<b>Depts w/ Costs</b>	<b>2017 General Fund Cost</b>	<b>2017 Other Costs</b>	<b>FTE Added</b>
SDHR	\$160,000	\$0	1.0*

\*Costs for additional human resources staff have been included under General Fund only pursuant to current SDHR funding. However, with HR consolidation expected in January of 2017, salaries for these positions may no longer be paid in full from the General Fund.

### Summary

This program would facilitate the development of internal City talent by enabling qualified interns to more easily transition to full employment at the City.

### Additional Details

Currently, there are not any formal pathways for qualified City interns to transition to City employment. A formal internship program is a best practice among employers where employer time and resources invested in interns is recouped by supporting the interns who demonstrate a high level of performance in job applications within the organization. Additionally, as the demographics of City of Seattle interns are more representative of under-represented communities in Seattle, creating a formal internship to employment pathway could have an impact on workforce demographic diversity.

Such a program would require changes to the personnel rules for internal applicants, allowing interns to apply as internal applicants or would add language to the personnel rules regarding a competitive process where interns could be appointed to regular positions upon meeting a set criteria. Additionally, this program would need a 1.0 FTE SA3 to collaborate with departments citywide to develop the program. Programmatic considerations would need to include further standardizing of the application process for City internships while ensuring intern applicant pools reflect regional demographic diversity, criteria for interns to be eligible for the career bridge into full time positions, the most effective means of informing interns of their options to move into fulltime roles, and whether interns could be appointed into regular positions without further competition, with competition among other interns or developing and revising classifications that would allow interns to apply as internal applicants for regular positions within the City.

This program would require a 2 year sunsetted 1.0 FTE SA3 to develop and implement the internship to employment pathway program. The strategy changes themselves would need to be negotiated and would benefit from close collaboration with Labor and Labor's apprenticeship programs.

The cost for this proposal would sun-set after two years with \$160,000 for 2017 and \$164,000 for 2018 with healthcare benefits for an SA3. Depending upon the efficacy of the program, streamlined internship-to-employment pathways could create efficiencies in employee recruiting, enabling staff to focus their attention on other gaps in the City of Seattle employee attraction and selection process.

All departments would be affected by an internship-to-employment-pathways program. However departments who utilize a larger number of interns, such as SCL, SPU, SDOT and Parks, investing time and resources in training interns and summer youth employees, may be more affected (and potentially benefit) more than others. Departments with formalized apprenticeship programs such as SCL and SPU may be critical resources in designing the internship pathway to employment program.

#### *Workforce Impacts*

This program would require additional staff in SDHR:

1.0 FTE Strategic Advisor 3, sunsetted after two years