



Sunnyvale

Study Issue #HRD 19-01

Building a Pipeline of Students for Careers in the Public Sector

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Director of Human Resources
December 10, 2019



Agenda



Agenda Item #1 – What is the Issue?

Agenda Item #2 – Sunnyvale's Current Student Outreach

Agenda Item #3 – Research of Other Programs

Agenda Item #4 – NOVA Youth Program

Agenda Item #5 – Proposed Next Steps

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- Develop a Workforce Initiative That Creates Partnerships to Develop a Pipeline for Students to Enter Public Sector Employment

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Sunnyvale's Internship Program

- Paid Internships
 - ◆ Hourly
 - ◆ Fellowships
 - ◆ Public Safety Cadets
- Unpaid Internships
 - ◆ Volunteer Resources Program
 - ◆ Students may earn academic credit



Intern Spotlight: Leslie (Human Resources)

What has been the favorite part of your internship?

I would have to say that my favorite part of my internship is working with other women in positions of leadership. It is inspiring and empowering to see other women working in a field that is of interest to me.



What has been your most proud achievement of your internship so far?

My most proud achievement so far has been the New Hire Orientation videos. I have enjoyed making connections with employees from other departments and learning about their department's contributions to the City of Sunnyvale. It has been truly rewarding seeing the final products come together and to hear everyone's feedback.

Why should someone intern with the City of Sunnyvale?

The City of Sunnyvale is constantly striving for innovation and has a collaborative environment that allows for a multitude of learning opportunities. Additionally, the City of Sunnyvale values diversity and brings people with different backgrounds together for the common goal of serving the public.

What advice would you give to other interns?

My advice to other interns is to say yes to all learning opportunities – no matter how big or small. Taking on new and unfamiliar assignments may be difficult, but always remember that you have the support of others and you are always welcome to ask for help.

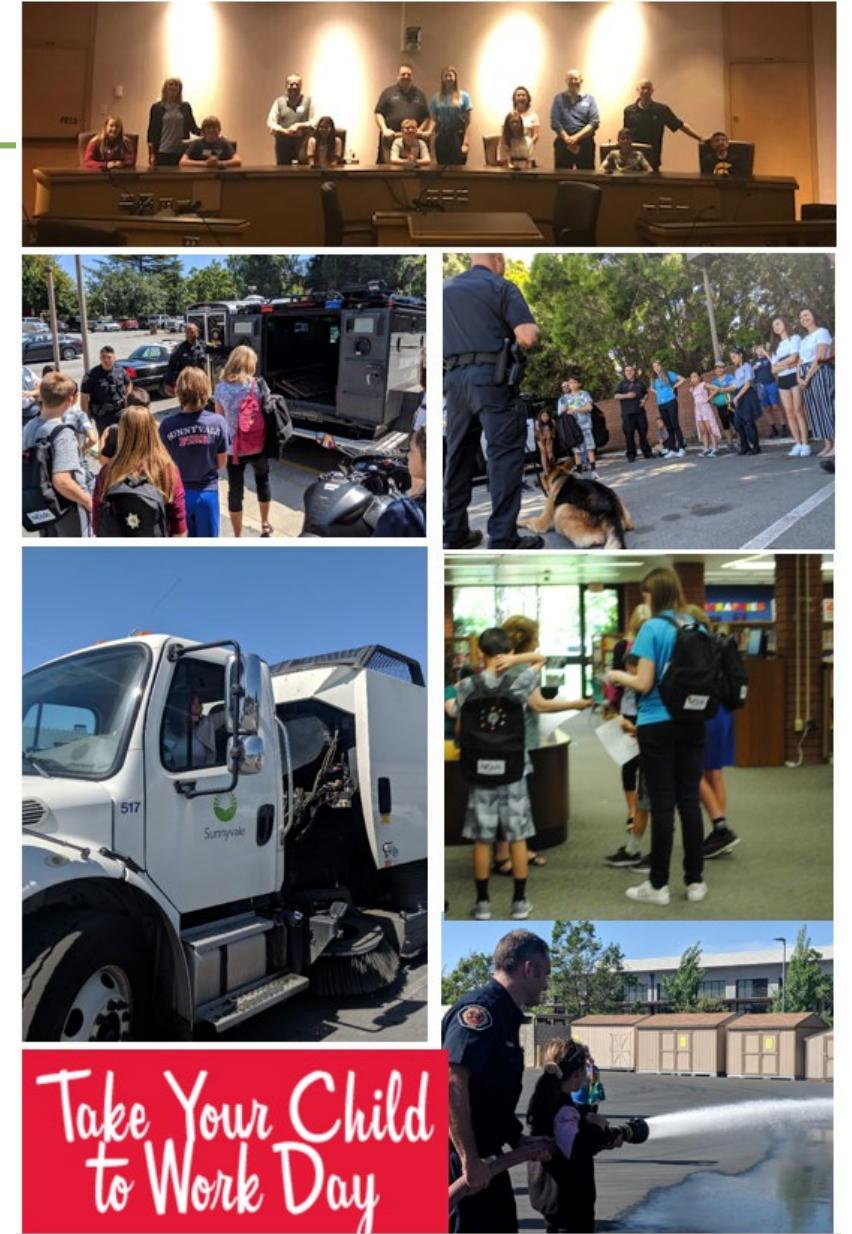
Sunnyvale's Internship Program



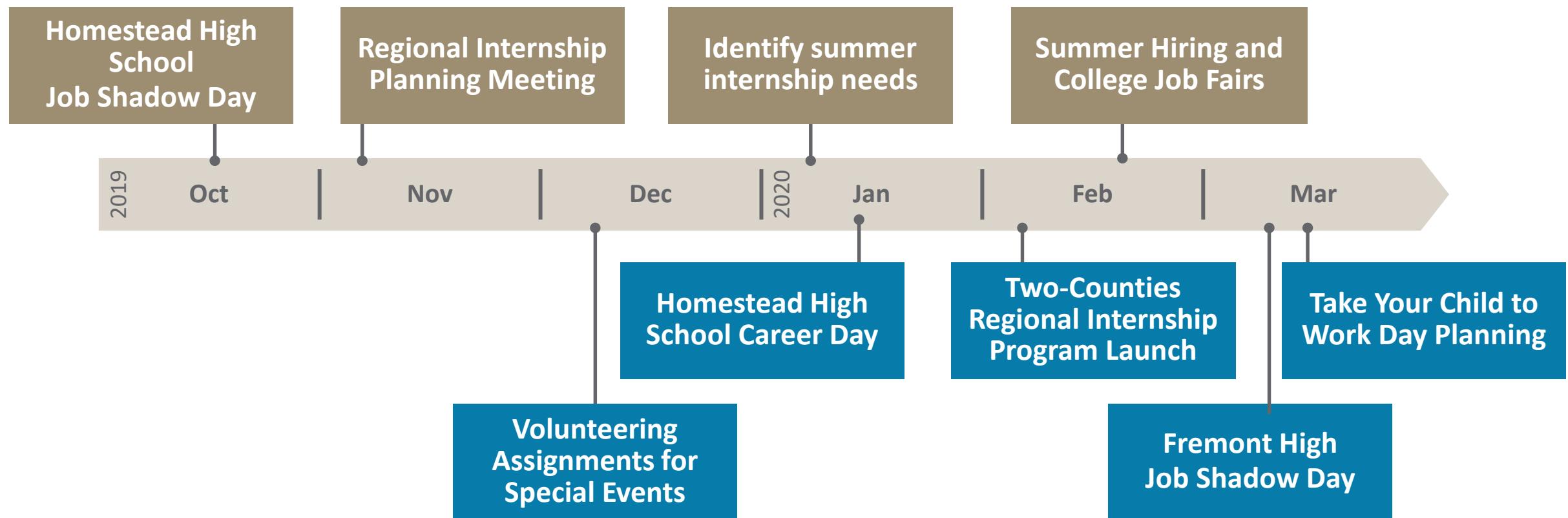
- Participate in Two-Counties Regional Internship Program
 - ◆ 457 Public Sector Internships in Summer 2019
 - ◆ 19 agencies (Cities, Counties, Special Districts) participated
- Interns attend workshops/forums
 - ◆ Landing the Job
 - ◆ Leveling Up

Working with Local Schools

- High school career days
- College career fairs
- Take Your Child to Work Day
 - ◆ Relaunched 2019
- Job Shadow Day
 - ◆ 2019 inaugural year for Homestead High
 - ◆ Fremont High School pending March 2020



Timeline of FY2019/20 Student Focused Events



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Exploration of Student Internship Programs

- Internships can be full-time summer or part-time school year
- Internships can be paid or unpaid
- Students can be high school through graduate school
 - ◆ Intern level determined by school year and standing
 - ◆ Internship ends 6 months post-graduation

Programs for Students

- Work Demonstrations
- Office/Lab Tours
- Mentorships
 - ◆ Meet elected representatives
- “Shark-Tank” Style Presentations
- Classroom instruction and activities
 - ◆ College and Resume Workshops
 - ◆ Learn about local government



Summer Youth Programs

- Paid Work Experience (Ages 14-18)
 - ◆ Up to 120 hours during the summer
 - ◆ 20 hours per week for 6 weeks
- Supportive Services
 - ◆ Transportation Assistance
 - ◆ Work Clothing
 - ◆ Financial Empowerment Training



High School Activities and Community Service

- Career Technical Education (CTE) Courses
- Community Service Hours
 - ◆ Volunteer with public and non-profit
 - ◆ City-wide Special Events
 - ◆ Internships excluded



Apprenticeships and Work Experience Programs

- Apprenticeships
 - ◆ Automotive Technical Skills
 - ◆ VTA Transit Operator
- College credit for on-the-job learning experiences for students employed in job or internship



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NOVA Workforce Development

Year-Round and Summer Youth Programs



- Prepares youth with skills and experience to attain full-time jobs and/or higher education
 - ◆ Ages 16-24
 - ◆ 25 hours per week of paid work experience
 - ◆ Workshops, Field Trips, Community Service Projects
 - ◆ Mentoring, Interviewing Workshops, Career Coaching
 - ◆ Variety of employment settings (LCS and DPW participate)



- Provides employment opportunity to disadvantaged youth
 - ◆ Career Exploration
 - ◆ Training Skills
 - ◆ Map out education plan
- Funded by NOVAworks Foundation and Federal Funds
 - ◆ Approximately 200 students
 - ◆ Annual budget < \$1 Million

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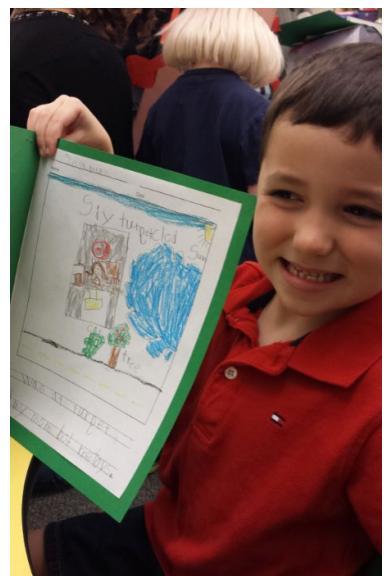
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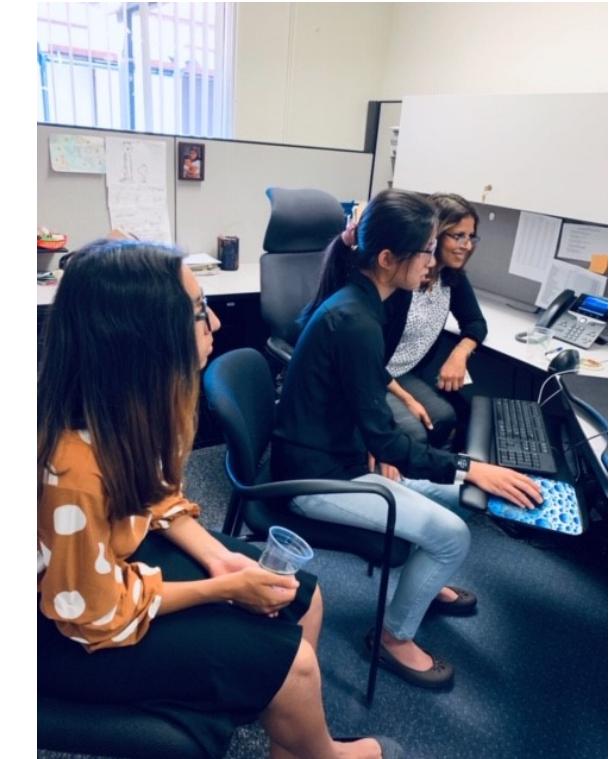
Proposed Next Steps

- Improve existing internship program
- Hiring Department identifies:
 - ◆ Educational objectives that will be achieved
 - ◆ Tasks to be performed
- Provide internal learning opportunities



Ideas for Future Consideration

- More active participation at schools
 - ◆ College career fairs
 - ◆ Classroom reading partners
 - ◆ Participation in Civics Classes
- Pre-Apprenticeship Programs
 - ◆ Prepare students for entry-level positions





Sunnyvale

Questions and Discussion

