



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Agency: Indiana Department of Workforce Development		BU:
Division: Budget and Financial Analysis	Section/District: Central Office	
Job Title: Governor's Summer Intern - DWD Budget and Analysis		Job Code:
Working Title (if different from above): Budget and Finance Intern		
Reports To: Budget Manager		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date: May 2012
Job Opening ID #: 577847		

Essential Duties/Responsibilities:

An intern with the Indiana Department of Workforce Development Budget and Financial Analysis will require the utilization of excellent writing, editing, data collection, data analysis, and communication skills. The projects to which an intern may contribute and duties an intern may perform include but are not limited to:

- Assist with the budgeting process through data collection and analysis.
- Aid in the posting of budget journals for the annual agency budget.
- Aid in preparation of agency's biannual budget request.
- Perform research and analysis of agency's integrated services contracts.
- Assist the review and evaluation of the agency's integrated services contracts.

Job Requirements:

Three (3) years of full-time, professional experience with State or Federal Unemployment programs or related experience. Substitutions: Accredited college training in one or a combination of any of the following areas may substitute for the required experience on a year for year basis: Accounting, Business Administration, Economics, Finance, Information Technology or related areas.

Physical Effort:

Position does not require any effort greater than normal office duties.

Working Conditions:

Involves normal office working environment; part-time and full-time applicants are invited to apply.



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Employee Name: N/A		
Agency: Department of Workforce Development		BU:
Division: Program, Policy, and Education	Section/District: Central Office	
Job Title: Governor's Summre Intern Intern		Job Code: N/A
Working Title (if different from above): Policy and Strategic Initiatives Intern (Job Opening: #577867)		
Reports To: Leslie Crist/Nate Klinck		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date : May 2012

Purpose of Position/Summary:

The Governor's Intern will support the DWD Policy and Strategic Initiatives units in three areas: policy classification, performance enhancement and the implementation/oversight of the 2012 Young Hoosier Conservation Corps (YHCC) program. The position will assess and develop long-term recommendations and systems for communicating policies, best practices and performance information with the field.

Essential Duties/Responsibilities:

Performance Enhancement Project: Research and gain insight on ways to enhance performance measures of WIA youth Services. Develop a best practice tool-kit related to performance federal common measures. Work with DWD webmaster on development of youth services web pages. Draft performance and monitoring sections for the WIA Youth Manual. Policy Classification Project: Compile executive summaries of all current policies, identify and define key words/phrases. Work with DWD webmaster to reorganize policy web pages according to new policy protocol. Develop and recommend a system for classifying policies. Create official protocol for policy development and publishing. YHCC Oversight Project: Review/update and/or create YHCC reporting and monitoring tools. Develop reporting timeline, on-going site visits and participant interviews. Monthly compilation of state level data report.

Job Requirements:

Strong computer skills with an emphasis on using Word, Excel and PowerPoint
Solid written and oral communication skills
Ability to research and draw conclusions form data and scholarly articles
High skill in the areas of professionalism, problem-solving and critical thinking
Understanding and interest in one or more of the following fields: state government/public administration, workforce development, community/youth program service deliver, evaluation/performance management

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Work is suitable for a college junior, senior or graduate student.

Responsibility:

This position is not responsible for any direct service programs, budgets or financial management.

Personal Work Relationships:

Teamwork, Professionalism, Communication, Customer Service, Drive for Results, Decision Making

Physical Effort:

Must be able to lift up to 50 pounds.

Working Conditions:

The majority of work will be conducted in a professional office setting, with occasional site visits to outdoor facilities including INDOT sites and DNR properties.