

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 000136
Grade 18**

PUBLIC POLICY INTERN

DEFINITION OF CLASS:

This is professional work providing staff assistance and analysis within the context of the County's Public Policy Internship Program. The Public Policy Interns are assigned for a specified period of time to work in the Office of Human Resources; and, are detailed during the remainder of the internship to work in one or more target County Departments or Offices, including the Office of the County Executive, for purposes of enhancing training experience. Public Policy Interns have opportunity to observe executive decision making and to participate in high-level policy analysis with elected and appointed officials as well as senior managers in County Government. Contacts include County Government employees, representatives of public and private agencies and the general public to coordinate work, obtain and provide information and resolve problems. Direct one-on-one assistance to the public is provided on a limited basis.

Public Policy Interns participate in a variety of professional experiences associated with County Government administration, i.e., attending planning, policy and strategy sessions with County officials and managers; researching, reviewing, drafting, and/or implementing portions of policy and/or legislation; researching and preparing portions of reports and/or position papers related to budget, finance, or human resource administration; and conducting specialized tasks associated with new initiatives or special projects pertinent to the administration and management of County Government.

Work is performed under the specific guidance of a higher level professional who indicates work methods and procedures, time frames for completion, and scope and limitations of new assignments; and, assures that work products are technically accurate and in compliance with established instructions and procedures. Guidelines for conducting work are available in the form of existing laws, rules, regulations, policies, procedures, and practices that apply to project assignments; however, consideration by the employee of different approaches and methods to applying these guides may be necessary to address unusual situations or problems. The work is made complex by the requirement to research, investigate, and analyze data from a variety of sources. The purpose of the work is to provide supervised practical experience in County Government administration to individuals who have recently received Master's Degrees in the fields of public administration, political science, business administration or other related fields. The work product supports research, analysis, review, and preparation of policies, reports, and other efforts within the project area of assignment. Work is primarily sedentary and is performed in an office environment. Typically, the employee sits comfortably to do the work, interspersed by brief periods of standing, walking, bending, and carrying of papers and books, and extensive periods requiring the use of computer terminals to accomplish work objectives.

EXAMPLES OF DUTIES: (Illustrative Only)

- Participates in reviewing, drafting, and/or implementing legislation that supports restructuring of functions/services in the County.
- Reviews agency budget requests and/or financial reports; researches supporting documentation to identify areas that need clarification and/or expansion of details; recommends presentation formats.
- Provides staff assistance and analysis on specific, limited issues associated with subject matter and/or operations of department /agency to which assigned.
- Participates in planning, analysis, promotion and/or implementation of new projects and/or services associated with department/agency to which assigned.
- Prepares information and analysis regarding data, questions, and policy considerations presented by County departments/agencies to the County Executive/Chief Administrative Officer.
- Assists in the review of proposed legislation, proposed executive regulations, and other legislative matters related to County operations and/or State legislation that impacts County operations.
- Assists in preparation and presentation of oral reports, describing procedures and activities of agencies or organizational studies to include recommendations for improvement.
- Attends forums and seminars.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the advanced theories, principles, and concepts of public administration, political science, business administration, economics, engineering, or other subject field related to area of study and area of assignment
- Knowledge of and skill in the application of research and analysis techniques, methods, processes, and outcomes.
- Ability to arrive at sound conclusions through detailed analysis and evaluation of information received from a variety of sources.
- Ability to prepare narrative reports, documentation packages, and oral presentations summarizing research and analysis and supporting conclusions and recommendations in a manner suitable for various levels of government.
- General understanding of legal and administrative framework of government.
- Skill in use of automated applications and processes (i.e., Microsoft Word, Access, Excel, and PowerPoint).
- Ability to establish and maintain effective working relationships with officials, managers, and employees participating in team efforts.
- Ability to handle confidential information with discretion.
- Ability to communicate clearly and effectively in a variety of mediums to all levels of government.
- Ability to plan, set priorities, and organize numerous work assignments.
- Ability to attend meetings or perform other assignments at locations outside the office, as necessary.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: A Master's Degree in public administration, political science, business administration, economics, engineering, or other field related to the target position, obtained within thirty-six (36) months prior to the start date or obtained by June of the current year.

Equivalency: None.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: January, 2008

Revised: August, 2013

September, 2014