Intern – Innovation and Performance Commission

The Office of the City Administrative Officer (CAO) for the City of Los Angeles is accepting applications for an intern position to provide administrative support to the Innovation and Performance Commission (IPC) and the Innovation Fund. The IPC is a 9-member appointed non-compensated commission dedicated to improving services delivered by the City of Los Angeles. The IPC is currently supported by one full-time City staff member, a Project Coordinator, and the selected intern would report directly to the Project Coordinator.

The primary work activities of the IPC include:

- Continuous review of City performance management programs to identify City operations where performance measures should be improved and provide recommendations for their improvement;
- Monitoring the reporting of performance objectives, goals, and accomplishments; and,
- Allocation of a $1 million annual Innovation Fund (IF), which seeds pilot projects generated by City employees’ ideas that will improve the way City departments deliver services, drive cost savings, or generate new revenue streams.

The IF was established in November 2014 as a $1 million fund designed to provide one-time funds to City departments to test new ideas that could make the City work better. The Innovation Fund provides seed monies for projects that haven’t been tried in LA before, that increase efficiency, improve the quality of life for Angelenos, and that are feasible and measurable for ideas that are innovative, original, feasible, and measurable, that support greater efficiencies, and emphasize priority outcomes and quality of life. Ideas are considered on a first-come, first-served basis.

See innovate.lacity.org for more information on the IPC and IF.

Key Qualifications:
- Current full-time or part-time student in an undergraduate or graduate public policy, public administration, or related program at an accredited college or university;
- Legal right to work in the United States;
- Strong analytical skills and ability to multi-task in fast-paced environment;
- Strong verbal, written, and interpersonal communication; and,
- Passionate about contributing to the status of Los Angeles as a world class City.
Duties:
- Providing direct support of the IPC including preparing meeting minutes and materials;
- Performing research and preparing reports on IPC and IF matters;
- Preparing information on the IPC and IF for public release, including on the City website and social media;
- Preparing and making presentations before City departments, community groups, the IPC, and City Council Committees; and,
- Other necessary duties and responsibilities to support the Project Coordinator.

Other information:
- This is a paid position at the rate of $15.23 per hour.
- This is a part-time position of 15-20 hours per week. The ideal candidate will be available in the morning of the second Monday of every month to attend the IPC public meetings. The remainder of the hours to be worked each week can be coordinated with the Project Coordinator, but must occur between 7:30am-5:00pm Monday-Friday.
- The work location will be City Hall East, 200 North Main Street, Los Angeles, CA 90012. Parking is not provided.
- This position is anticipated to be exempt from the Civil Service provisions of the City Charter. The individual appointed to this position will not accrue any Civil Service tenure, contractual employment rights, or due process rights. The incumbent may be removed, without any finding of cause, by the hiring authority.
- The City of Los Angeles is an Equal Opportunity Employer.

To apply:
Please send your cover letter and resume to Melissa Velasco, Chief Administrative Analyst, at melissa.velasco@lacity.org. Position open until filled. Interested applicants should apply as soon as possible.