

Human Resources and Equity Intern

Health Department

Salary rate 18.00 per hour

Position Description

This position will be responsible for researching national models of effective alignments for Human Resources and Equity organizational efforts. This research should include organizational structures, resources, policy implications, best practices and other benchmarking findings. etc. This role will also research internal (Health Dept) best practices related to HR and Equity and create a database to retain/organize these findings in a way that can be accessible dept-wide.

Job Duties

1. Research & Evaluation:

- Research HR / Equity alignments in other organizations nationally. This will include a variety of organizations of varying sizes, industries, and sectors (private, public, non-profit)
- Research how policies and organizational structures are shifting nationally as it relates to HR/Equity practices.
- Research how organizations leverage an equity lens to inform HR practices, and visa versa.
- Research recent articles, reviews, findings related to HR and Equity within organizations.
- Develop findings reports that highlight trends and best practices.

2. Internal Database Development:

- Using a list of pre-determined questions and criteria, reach out to Health Department managers to collect best practices already happening within specific programs in the Health Department related to trauma-informed care, equity practices, leadership development, and overall employee engagement.
- Develop an internal database to organize, categorize and retain best practices
- Identify ways to educate overall Health Department on best-practices, and create shared access to findings in database

3. Misc Analytical Duties

- Review Health specific employee engagement feedback, staff meeting feedback; identify trends in the qualitative feedback
- Research prior assessments conducted in the Health Department as well as actions taken to respond to assessment findings
- Review Needs Assessment and EE Engagement feedback to spot key trends and areas of opportunity

Minimum Qualifications/Transferable Skills*:

- Actively pursuing a degree in Business, Business Administration, Human Resource Management, General Management or other related fields
- Experience conducting extensive research leveraging multiple search venues
- Strong technical expertise

Veterans' Preference:

- Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.
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- For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.