



**Summer Internship Program**  
**May 26, 2020 - August 7, 2020**  
**External Employer**  
**Job Description**

**Employer:** City of Cleveland - Department of Human Resources  
**Assignment Address:** Cleveland City Hall, 601 Lakeside Avenue, Room 121, Cleveland, OH 44114  
**Job Category (Select up to 2):** Human Resources Legal/Public Safety/Criminal Justice  
**Work Schedule/Hours:** 9am-5pm /10 hours per week  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

**Company Profile:** (e.g. department's responsibilities)

The Department of Human Resources serves to equip employees and the City of Cleveland community with strategic workforce solutions that align with the City's values, goals and charters. We provide solutions through core services that center on: People, Talent, Compliance, Fiscal Effectiveness and Metrics. By modeling workforce excellence through professional practices that embrace integrity, efficiency, and accountability, we position the City of Cleveland as an employer of choice.

**Job Responsibilities:** (e.g. functions and/or projects)

- Assists in the resolution of labor problems and issues within City department
- Provides contract (collective bargaining agreement) research for union negotiations
- Assists as HRs representative at grievance hearings and meetings
- Monitors the administration of labor contracts within the division to ensure consistency
- Attends designated labor/management committee meetings
- Assists in research for policy development, creation and implementation
- Conducts research and develops managerial training
- Processes the City's unemployment claims and assist with hearings
- Assists with EEO complaints and investigations
- Researches employee disciplinary matters and corrective action

**Required Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Knowledgeable of Microsoft applications (Outlook, Word, Excel, Powerpoint)
- Must be able to type at least 55 words per minute
- Skilled at performing internet based research
- Excellent written and oral communication skills

**Preferred Qualifications:** (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Preferred Major/Interest in Legal Studies, Public Administration, Human Resources or Labor Relations