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# MEMORANDUM

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Date: March 11, 2015

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "C.H. Huckelberry", is written over the printed name and title.

**Re: Summer Youth Program – Business Intern Positions**

I have received questions from the Board of Supervisors regarding business work sites for summer youth. Many summer youth do work in businesses through the business Pledge-A-Job program. This memorandum provides information regarding pledge-a-job and summer youth work at businesses.

### How to Apply

Interested employers may apply by sending an email indicating their interest, the nature of their business and the type of job(s) available to: [pledgeajob@pima.gov](mailto:pledgeajob@pima.gov) or by calling Dana Katbah, One Stop Youth Program Manager at 724-9640. Unsubsidized business positions are particularly needed, as the program already has 3,000 applications but funds for only 1,000 positions. The deadline for employers is Friday, May 1, 2015.

### History and Benefits

Pima County has provided summer youth employment opportunities since at least the 1950s. The original jobs were provided by Pima County Transportation and Natural Resources, Parks and Recreation Departments, both of which still provide summer employment positions. Jobs are also provided by the Regional Wastewater Reclamation Department.

Historically, most jobs outside the County were with other government jurisdictions and nonprofit social service agencies. Both of these are still important employers. However, due to a change in federal law, we are now able to place youth with for-profit employers that offer a greater variety of jobs and make it easier to provide a potential career experience.

Program benefits include:

- Providing real life work experience and learning a positive work ethic
- Contributing to family income; especially earning money for school expenses
- Locally spent paychecks that in 2014 contributed \$1,809,000 to the local economy

- Direct experience with potential occupations and careers
- Productive work versus idle or destructive time over the summer
- Low cost summer labor for employers
- Developing mentoring and future employment contacts

### Business Work Sites

Many summer youth applicants are placed as interns in business work sites, both in nonprofit agencies and in for-profit businesses. Youth are placed in these sites through one of the summer subcontractors, that act as placement and staffing agencies. The subcontractor matches the youth to the individual work site based on the youth's age, academic or career interests, location and any prior experience or skills. The County subcontractor pays the youth, maintains the required payroll records, monitors the work site and provides a case manager to assist the youth and the business during the internship period.

The first priority is to match youth who are enrolled in a high school vocational education program with a job in their vocational field. The second priority is to place youth in targeted growth industries, with particular preference for employer- paid jobs. In some instances, a youth will be in a subsidized intern position during the first summer session; and, if they perform well, may be hired as a regular business employee in the second session and/or be hired outright as a regular, permanent employee. Youth who are younger or without skills or interests are placed at sites where they will have experience that will help them gain good work ethic skills, as well as practical skills and experience.

Summer employers are recruited by the subcontractors and by the Pima County One Stop Employer Outreach Team and the One Stop Youth Program staff. All employers must sign a contract with the County or the County subcontractor and agree to a number of conditions and procedures, including the following:

- A. The work assignment should be of such nature as to increase the employability of the participant(s), in terms of teaching good work habits and in terms of work in fields in which there is reasonable expectation of non-sponsored employment. **CONSIDERATION SHOULD BE GIVEN TO THE PARTICIPANT'S CAPABILITIES AND INTERESTS IN ASSIGNING HIM/HER TO A PARTICULAR TASK.**
- B. Assign a sufficient number of Supervisors to ensure a ratio of at least one (1) supervisor to every five (5) Participants.
- C. Ensure that each Supervisor:
  - i. Has not been convicted of a felony involving moral turpitude.

- ii. Can adequately supervise Participant(s) in performance of work assignments.
  - iii. Have the character, background, experience, and training to motivate, lead, and instruct Participant(s).
  - iv. Supervises the activities of the Participant(s) assigned to him/her.
  - v. Provides orientation and instruction through on-the-job training to enable each Participant to perform the various functions of each work assignment.
  - vi. Provides guidance and leadership to Participant(s) to motivate learning and practice good work habits and attitudes.
  - vii. Establishes good working relationships with each Participant and among the Participants themselves.
  - viii. Maintains records and furnishes reports, i.e., Participant payroll record attendance - timecards, sign-in/sign-out sheets, evaluation reports - Participant evaluations.
  - ix. Reports any problems and/or concerns regarding any Participant to Sponsor.
  - x. Reports any injury suffered by a Participant to the subcontractor for Workman's Compensation purposes.
- D. Ensure that the Participant is given an initial work assignment for which the Sponsor's staff deems him/her to be best qualified.
- E. Maintain records and furnish reports on each Participant's attendance, punctuality, work habits and work progress.
- F. Provide safe and sanitary working conditions for Participant(s) and refrain from using Participant(s) in activities and occupations prohibited by law. (For a complete listing, see Labor Laws of the State of Arizona, and Federal Child Labor Regulations.)
- G. To the extent feasible, provide each Participant with a varied work experience by rotating Participants among the various jobs specified in the User-Agency's Proposal.

**The Honorable Chair and Members, Pima County Board of Supervisors**  
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- H. Permit inspections and observation by Sponsor and Pima County Community Services - Employment and Training Department staff.
- I. Cooperate in instructing Supervisors as to payroll procedures.
- J. Provide sufficient equipment and materials to ensure that each Participant can carry out his or her work assignments.
- K. Work with Sponsor to address any grievances that may be filed with Sponsor by Participants.

Additional Information

If you would like additional information regarding the Summer Youth Program, please contact Ms. Dana Katbah, Pima County One Stop Youth Program Manager at 724-9640.

CHH/mjk

- c: Hank Atha, Deputy County Administrator for Community and Economic Development  
Arthur Eckstrom, Community Services, Employment and Training Director  
Dana Katbah, One Stop Summer Youth Program Manager