

DCJ - Human Resources Support Internship

Job Requisition	R-19255 DCJ - Human Resources Support Internship (Evergreen) (Open)
Job Family	Interns
Start Date	04/03/2026
End Date	04/10/2026
Primary Posting Description	No

Current employees: Please apply through the employee portal to be considered for this opportunity.

Pay Range:
\$16.30 - \$30.00 Hourly

Department:
Department of Community Justice (DCJ)

Job Type:
Intern

Exemption Status:
United States of America (Non-Exempt)

Closing Date (Open Until Filled if No Date Specified):
April 09, 2026

The Opportunity:
Human Resources Support Internship
College to County Internship 2026 - Department of Community Justice

Pay Rate: \$24 per hour
Job Type: Temporary College Intern
Duration: Summer 2026 - Starting in July - 12 weeks
Hours: 30 hours a week
Telework: Routine - Mostly telework but may be in the office for team days (2x per month) and as business needs arise.
Building Physical Location:
Multnomah County Juvenile Justice Complex
1401 NE 68th PL, Portland, OR 97213
Does This Position Require Driving a County Vehicle? No

TriMet Passes are available if transportation to County facilities is required.
Eligibility requirements and more details found on our College to County [website](#).

What Does the Department of Community Justice Human Resources Team Do?

Our unit partners with program managers and labor leaders to recruit and retain a diverse and qualified workforce; that enhances community safety through positive change by using public resources to assist the adults and youth under their supervision to develop the skills necessary for success, and lead productive, healthy lives. We foster organizational excellence by providing strategic and comprehensive human resource services to attract, develop, and sustain a diverse and talented workforce.

Human Resources (HR) supports the department's regular, temporary, limited duration, and on-call

employees. This includes three union contracts, and employees assigned to 24-hour operations in Juvenile Detention and the Multnomah County Justice Center. HR's main areas of focus are:

- Assess diverse organizational and employee needs to provide strategic direction as well as succession and workforce planning through active participation on management teams;
- Consult with managers and employees as well as manage employee and labor relations issues, that include: performance management, discipline and grievances, investigations, recruitment, and selection of a highly qualified and diverse workforce, personnel records, leave administration, layoffs and bumping;
- Ensure compliance with all laws, rules, regulations, policies, and labor agreements so liability and costs of unlawful employment actions are reduced or eliminated;
- Developing leadership and employee training programs, including maintenance of Parole Probation Officer state certification records.
- HR is also tasked with developing and implementing initiatives in partnership with Central Human Resources and Labor Relations, and plays an important role in the implementation of goals and activities in the Workforce Equity Strategic Plan (WESP)

Internship Description:

This internship aims to support DCJ HR and managers in two key ways:

Updating Position Descriptions: Assist managers and employees in converting and updating DCJ employee position descriptions to a new format that incorporates physical requirements, and save these updated documents in Workday.

Establishing a Tracking System: Create a sustainable system for tracking future updates to position descriptions.

Responsibilities in this role:

- Develop tracking processes for more than 500 employee position descriptions and essential functions.
- Reviewed position descriptions to ensure accuracy and completeness in alignment with job profiles and classification/compensation standards.
- Distributed position description documents and associated information to managers and employees, including detailed descriptions and established deadlines.
- Conducted follow-up communication with managers and employees regarding position description inquiries.
- Presented project objectives and timelines to various management teams.
- Finalized position descriptions and entered them into Workday (Human Resources Information System).

Learning Outcomes:

- Support the HR position description project, coordinating efforts with Senior HR professionals. This role offers an opportunity to learn how a high-functioning HR team supports a department within Multnomah County.
Receiving valuable feedback throughout the internship on strengths and areas for improvement.
- Gain proficiency in using Workday, the Human Resources Information System, for HR functions.
- Develop strong organizational skills and learn to create efficient HR tracking systems for various tasks.
- Build professional relationships with departmental employees and management, and practice giving professional presentations.
- Developing a deeper understanding of criminal justice and public service by connecting with staff across the organization and learning about their departmental support roles through their position descriptions.

Minimum Qualifications and Education :

- Candidates should have completed within one year or enrolled in a college/university academic institution.
- College to County Program [Eligibility Website](#)
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
- Ability to communicate with employees at all levels of the organization and team members via phone, email, chat, Google Meet or in person.
- Ability to both follow directions and work independently while working remotely.
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, and Slides).
- Strong organizational and time management skills.
- Must pass a thorough background investigation which includes, but is not limited to, a review of applicant's criminal, civil, driving, military, educational and employment history prior to employment.

In accordance with [Oregon Law](#), Multnomah County is not collecting school attendance dates in the initial application process; please do not include these dates in your resume, cover letter and other application materials.

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO Know Your Rights poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Questions?

Recruiter:

Yulee Kim-Whetstone

Email:

yulee.kimwhetstone@multco.us

Phone:

+1 (971) 3490804

Application information may be used throughout the entire selection process. This process is subject to change without notice.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Job Profile:

8007 - College Intern

Worker Sub-Type	Intern
Location	Juvenile Justice Complex
Time Type	Full time
Locations	
Supervisory Organization	Human Resources Technical (Ashley Cress)