

HUMAN RESOURCES MEMORANDUM 17-009		DATE ISSUED: 4/7/2017
SUBJECT: HIRING PREFERENCE FOR STUDENT ASSISTANTS AND INTERNSHIPS		REFERENCE: CalHR 1207
TO: DGS Managers and Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Direction

Effective January 1, 2017, Government Code section 18220 requires state agencies hiring for internships and student assistant positions to provide preference to qualified job applicants who are, or have been, dependent children in foster care, homeless youth, or formerly incarcerated youth. This preference shall be granted to applicants up to 26 years of age. For purposes of this section, preference means priority over similarly qualified applicants for placement in the position.

Advertising for an Internship or Student Assistant Position

When advertising for an internship or student assistant position, the Office of Human Resources will include the following language:

This is a non-testing classification, therefore anyone meeting the minimum qualifications listed on the classification specification may apply for this position. Individuals who are, or have been, a dependent child in foster care, a homeless youth, or a formerly incarcerated youth as defined by Government Code section 18220 are encouraged to apply and will be given priority. If you are applying under this eligibility status, please note on your application your eligibility by stating "preference under Government Code section 18220". Please note that prior to appointment, individuals claiming preference under one of these categories will be required to furnish documentation establishing their eligibility.

Documentation Requirements

Per GC section 18220, applicants are not required to identify a specific category of eligibility. However, prior to appointment, departments should request proof that the applicant falls under the preference category they are claiming. The specific proof will vary depending on the category, but should satisfy the criteria outlined in Government Code section 18220.

For any applicant who is eligible under Government Code section 18220, and who is not selected for the position applied for, the hiring authority shall document and retain in its records the reasons why the individual was not selected. This documentation shall be subject to compliance reviews conducted by the State Personnel Board. The documentation should specifically indicate how the candidate did not meet the published minimum requirements for the position; for example, not furnishing proof of application or enrollment in college for a student assistant position, or not meeting the basic

requirements stated for an internship position (e.g., prerequisite work experience or education).

Departments are also required to continue to follow the guidelines outlined in section 1201 of the CalHR Online Manual.

Questions

For questions concerning this memorandum, please contact your designated Classification and Pay Analyst.

LISA YORK, Personnel Officer
Office of Human Resources

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