Public Service Intern Job Description

**Agency:** Health Care Agency (HCA)

**Title of Internship:** HCA Contracts Intern (2 positions)

**Department:** Contracts Management Department

**Location:** 5851 Thille Street, 1st Floor, Ventura, CA 93003

**Description:**

The County of Ventura HCA is a fully integrated health care system, committed to providing comprehensive, cost-effective, compassionate health care for our diverse community.

The HCA Contracts Management Department (Contracts) supports the HCA and its mission by providing contract administration of physician, equipment, supplies, and services contracts for our County hospitals and clinics. This includes the planning, negotiation, and execution of contracts and assuring that compliance standards are met. The planning process often includes sourcing potential contract partners, researching fair market values, and sometimes developing requests for proposals. Contract administrators also help develop the details of the contract relationship, working with prospective partners to negotiate matters such as price, schedules, performance expectations, and other terms and conditions.

Contracts is a dynamic department with opportunities that require a great deal of strategy and business savvy.

The intern(s) will work closely with the Director of Contracts and the Contracts team on various aspects of contract administration for large and small contracts necessary to support the HCA.

This opportunity will assist the intern(s) in developing a foundational understanding of contracts that can be translated broadly into future business relationships.

**Responsibilities/Sample Assignments:**

- **Contract Development.** Assist in the development and review of contracts and other contracting related documents.
- **Contract Negotiations.** Assist contract administrators by gathering information, preparing negotiation summaries, and documenting the negotiation process.
- **Document and Data Management.** Organize and maintain contract-related documents and data, ensuring proper filing and version control, help analyze data, and identify areas for improvement.
- **Accuracy and Compliance.** Review documents for accuracy and compliance with County requirements.
- **Process Improvement.** Contribute ideas for streamlining contract-related processes, researching best practices, and suggesting improvements to increase efficiency.
- **Additional Projects.** Under the direction of the HCA Contracting Department staff, support departmental and HCA projects related to contracts and various business processes.
**Qualifications/Recommendations Interests/Preferred major:**

- No prior experience required.
- Proficiency in Microsoft Office products, especially Word, Excel, and SharePoint.
- Strong organizational and coordination skills.
- Excellent verbal, interpersonal, and written communication skills.
- Troubleshooting skills and the ability to compile data into a usable format.
- Demonstrate a high degree level of professionalism in providing administrative support, including ability to exercise good judgment, discretion, tact, and diplomacy.
- Sound business ethics, including the protection of proprietary and confidential information.

**Equipment to be used:**

Standard office equipment including:

- Computer – Microsoft Office Suite
- Phone
- Printer/scanner

**Hours per week:**

Flexible based on student class schedule.

**In person/Remote/Hybrid:**

This position is in person at 5851 Thille Street, 1st Floor, Ventura, CA 93003.