The City of Los Angeles is a charter city governed by an elected Mayor and 15-member City Council with a $7 billion annual budget. The Personnel Department is the primary human resources entity within the City. The Department administers various human resources functions for the City’s workforce.

**Duties and Responsibilities:** The Deferred Compensation Plan is an Internal Revenue Code Section 457 plan that provides a supplemental tax-deferred retirement savings option for the City’s workforce. The mission of the Plan is to ensure that eligible employees achieve retirement income security. City employees are mandated to participate in the City’s defined benefit pension plans, but do not participate in Social Security. Approximately 70% of the City’s workforce participates in the Deferred Compensation Plan. A combination of pension income and supplemental income from the Plan are necessary to meet the Plan’s income replacement objective for its eligible workforce.

The successful candidate for Administrative Intern I will report to the Plan’s Communications Manager and contribute to the work of the Plan, including but not limited to: conducting research and data analysis to determine areas of success and areas of improvement in meeting Plan goals; developing communications campaigns and collateral to encourage increased participation in the Plan; and organizing and supporting outreach events for City employees. The ideal candidate will possess a financial planning or investments/economics related educational background, excellent data analysis, customer service and interpersonal skills, ability to learn quickly, proficient use of computer systems, good writing skills, and a professional demeanor.

**Requirements:** Completion of three years of education at a recognized four-year college or university is required, with preferred study in finance, financial planning and related fields, data science, communications, gerontology, or similar related subjects. Applicants must also have the legal right to work in the United States.

**Selection Process:** Applications are subject to review and only the most qualified candidates will be invited to an interview and writing exercise.

**How to Apply:** Interested parties may submit a City application, resume, and a copy of their degree. Applications may be obtained at [http://per.lacity.org/Application.pdf](http://per.lacity.org/Application.pdf). This posting will be open until sufficient applications are received. The City application and resume may be
submitted to Leonard Hyman, Deferred Compensation Plan, 200 N. Spring St. Ste. 867, Los Angeles, CA 90012 or by email by sending documents to leonard.hyman@lacity.org. Email should contain ‘Admin Intern DCP’ in the subject line.

*The City of Los Angeles is an Equal Employment Opportunity Employer*

*This position is an exempt, at-will position which does not accrue civil service tenure, contractual employment rights or due process rights.*