Position:
Internship with the Division of State Human Resource Management

Organization:
Florida Department of Management Services, State of Florida
http://www.dms.myflorida.com/

The Florida Department of Management Services (DMS) is a customer-oriented agency responsible for managing the various business and workforce-related functions of state government. Under the direction of Governor Ron DeSantis and DMS’ Executive Leadership Team, the agency oversees the real estate, procurement, human resources, group insurance, retirement, technology, private prisons, fleet, and federal property assistance programs utilized throughout Florida’s state government. DMS is relied upon to establish, maintain and improve the business processes used by state employees to create a better, not bigger government. DMS facilitates the delivery of these programs and services and provides tools and training to bolster the efficiency and effectiveness of the state’s workforce. It is against this backdrop that DMS strives to demonstrate its mission, “We serve those who serve Florida.” Under the leadership of DMS Secretary Jonathan Satter, DMS’ employees embody four pillars on a daily basis: lead by example, serve with excellence, create efficiencies, and challenge the status quo.

Academic Term:
Fall 2020

Work Hours per Week (Range):
10-15 Hours Per Week

Field(s) of Study:
Human Resource Management, Public Administration, Business Management

Internship Summary:
The Department of Management Services seeks a highly motivated student to join the Division of State Human Resource Management as an intern supporting the Bureaus of State Workforce Design and Compensation Programs, State Workforce Employment Programs, and State Workforce Labor Relations. This internship opportunity will provide exposure and training in human resource (HR) policy development and administration within State of Florida government. This is an unpaid educational internship that requires that the intern earn academic credit with an accredited university or college.

Background:
The Division of State Human Resource Management (HRM) supports the state and its employees by providing effective and efficient human resource programs and services that attract, develop, retain and reward a high-performance workforce. HRM establishes the policies, practices and strategies for the State Personnel System (SPS), the largest of the six primary personnel systems in Florida’s state government and includes over 98,000 employees in 30 Executive Branch agencies.
❖ Duties:

Over the course of the internship, the selected candidate will meet with subject matter experts in a variety of human resource areas gaining exposure to the functional areas driving human resource activities in State of Florida government agencies. Upon exploring the various programs and areas under the purview of the division, the intern, in collaboration with the intern coordinator, will identify and propose specific projects and topics to be researched. As part of this internship, the intern will have the opportunity to research current workforce trends and strategies in an identified area of human resource management and develop recommendations for implementing new policies for more effectively attracting, developing, and retaining a high-performing workforce. Throughout the course of the internship, the selected candidate will be immersed in an enterprise-wide human resource policy organization and will be provided opportunities to apply human resource theories to everyday issues encountered by Florida government human resource professionals.

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An individual with a disability is qualified if he or she satisfies the skills, experience, and other job-related requirements for a position and can perform the essential functions of the position with or without reasonable accommodation.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must contact the DMS Human Resources (HR) Office at 850-488-2707. DMS requests that applicants notify HR in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a drug-free workplace. All employees are subject to reasonable suspicion drug testing in accordance with section 112.0455, Florida Statutes, Drug-Free Workplace Act.

The State of Florida and DMS participate in E-Verify. This federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Successful completion of a background screening will be required for this position.

❖ How To Apply:

Please go to https://form.jotform.com/60114981268962 to complete the internship application. When prompted, please be sure to upload your resume. Email Karen Beard, Recruiter, at karen.beard@dms.myflorida.com with any questions.