



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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TO: Minority Citizens Advisory Committee

DATE: March 31, 2008

FR: Ann Macaulay, Human Resources

RE: High School Intern Program – 2008

A total of 144 applications were received from students interested in participating in this year's program. The students with incomplete applications have all been notified. They will be given one week to get back to us with the missing information.

Counties	# Of Jobs Posted On Web Site For 2008	Number Of Applications Received That are Complete	# Of Applications Received That Are Incomplete	Proposed Job Distribution For 2008
Alameda	9	52	7	4
Contra Costa	7	19	5	4
Marin	2	2	0	2
Napa	2	0	0	2
San Francisco	3	12	2	3
San Mateo	4	9	3	3
Santa Clara	9	27	1	3
Solano	2	1	0	2
Sonoma	2	4	0	2
TOTAL	40	126	18	25

Next steps are that the High School Coordinator and I will screen and forwarded the applications to the selected agencies. Our first criterion is ensuring that the students live within the county where the job(s) they are being considered for are located. We then consider the students' first choice of positions. Next, we review the applications to make certain the students meet the requirements for the position.

As you are aware, each year we continue to experience low student application rates from Marin, Napa, Solano and Sonoma Counties. We are extending the deadline to "Open Until Filled" for these counties in order to make a more concerted effort to reach more students in those counties. Our efforts include requesting PSA radio time, working directly with the Youth Employment Services in those counties to place our open internship position on their career center bulletin boards, and utilizing other available employment resources.

This year's high school internship coordinator, Jamila Williams has done extensive research and outreach for the 2008 program. She, or an MTC representative, has or will be attending a number of job fairs:

- Bay Fair Employment Training Academy, in San Leandro, on March 19th
- Jefferson High School, in Daly City, on April 3rd,
- Oakland Technical High School, in Oakland, on April 16th,
- Allen Temple Baptist Church, in Oakland, on April 19th.

Current and Future Activities	Completed by*
Focused outreach: on the web site for Marin, Napa Solano & Sonoma Counties for 2008	Positions will remain Open Until Filled
Screen applications and send applications to the select agencies	Throughout April 2008
Initial Orientation for students hired by the agencies will be held at the Auditorium at MTC	June 24, 2008

*These are estimated dates

Your continued support in promoting the program is always appreciated. You may contact me at (510) 817-5741 or by email at amacaulay@mtc.ca.gov, or High School Internship Program Coordinator Jamila Williams at (510) 817-5807, or by email at highschool@mtc.ca.gov.



Ann Macaulay, Human Resources Analyst