

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 1/23/04
Department Name: Human Resources
Department No.: 064
Agenda Date: 2/17/04
Placement: Departmental
Estimate Time: 30 minutes
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Scott Ullery
Human Resources
STAFF CONTACT: Ronnie Thompson
Dean, Employees' University (692-1742)
SUBJECT: Awards for Employees earning Certificates from the Employees' University

Recommendation(s):

That the Board of Supervisors recognizes 18 employees who have earned Certificates for meeting the training criteria as set by the Employees University. Each of these employees has completed a prescribed number of classes in each of the following areas of achievement: OPC-Office Professional Certificate, PTBPC-Professional/Tech Best Practices Certificate and PEC-Personal Effectiveness Certificate. Following this ceremony, 38 employees will have earned certificates at the Employees' University since 1998.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

Executive Summary and Discussion: This is a request for this item to be placed on the Administrative Agenda for 1/17/04.

Mandates and Service Levels: The EU is not mandated

Fiscal and Facilities Impacts: There is no fiscal or facilities impact from this action

Special Instructions: N/A

Concurrence:

Employees' University Certificate Programs

The classes from any certificate programs can be applied across the range of certificates so a person could be working on several certificates and earn both EU and Community College units.

Personal Effectiveness Certificate

The goal of this certificate Program is to provide the participant the opportunity for personal development as an employee of Santa Barbara County.

The required classes are focused on enhancing communication skills while the electives serve as an opportunity to customize the certificate for the participant's specific job duties.

For example, students can choose to focus on teamwork or strictly personal development with classes involving Dealing with Conflict and Personality Styles and Behaviors. This certificate offers a range of choices that can suit employees across the county.

Required Completion: 6 Required (R) and 3 Electives (E)

Professional/Technical Best Practices

The goal of this certificate program is to train participants in the effective application of specific practices supported by the County of Santa Barbara. Included are classes in professional development as well as team building.

One of the major strategies of this certificate is to ensure the student is exposed to all aspects of the budget process within the county. As we expand our classes in these areas, it will be critical for budget analysts and accounting specialists to be familiar with these subjects and practices including longer range, strategic planning.

Required Completion: 7 Required (R) and 3 Electives (E)

Office Professional

The goal of this certificate program is to enhance the current skills of the office professional and to help develop new skills for those entering this area of work.

By participating in this certificate program, the office professional can gain experience in dealing with internal and external customers, developing skills to take messages and record information clearly and accurately. The participant will gain knowledge of interpersonal communications. They can customize the

certificate with their supervisor, whether it is a need for training in project management or principles of public service.

This is a great training for the front line office professional to gain these skills whether they are new or experienced in the field. New classes are being added to enhance to electives in this program to further the possibilities of customization in this certificate program.

Required Completion: 5 Required (R) and 2 Electives (E)

Management

The goal of this certificate program is to prepare managers or aspiring managers to handle their managerial responsibilities and to acquire skills to enhance existing skills. There is a range of electives offering managers to the opportunity to customize the certificate relative to their jobs.

Participation provides managers the opportunity to network with other managers in specific required classes while the electives provide interaction with a range of county employees. To fully appreciate their managerial responsibilities, it is essential to have this type of interaction. It aids the manager in keeping a finger on the pulse of what is happening countywide and not just in one department.

The Management Certificate can provide a new perspective on managing at the County of Santa Barbara.

Required Completion: 13 Required (R) and 4 Electives (E)

Supervision

The goal of this certificate program is for supervisors to gain a strategic outlook on their position.

Included in this certificate is a range of electives allowing for customization and personal development as a supervisor. The list of required classes provides the supervisor with a wide range of classes and the opportunity to network with other supervisors.

It is highly recommended, though not included as required in the certificate program, that supervisors enroll in Supervisors' Institutes I and II to further enhance their skills and increase their opportunities for networking within the County of Santa Barbara's Supervisor's Community.

Required Completion: 13 Required (R) and 3 Electives (E)

EU Certificate Earners

2-17-04

Management Certificate

Tim Anderson, Parks, 2nd District

Office Professional Certificate

Janet Perry, Auditor-Controller recently transferred to Sheriff's, 2nd District

Raina Ormond, Social Services, outside of SB County

Theresa Tabin, Planning & Development, 5th District

Personal Effectiveness Certificate

Andrea McGrath, Social Services, outside of SB County

Carmen Escobedo, Public Health, 2nd District

Dawn Drangle, ADMHS, 1st District

Maria Nonella, Social Services, 4th District

Sandra Ferrell, Social Services, 4th District

Sandra Stone, Social Services, unknown

Mary Lou Eriksen, Social Services, 4th District

Professional/Technical Best Practices Certificate

Barbara Boston-VonAchen, Planning & Development, 4th District

Brian Tetley, Planning & Development, 5th District

Kathleen McDonald Rogers, Social Services, 4th District

Pamela Mc Nulty, Planning & Development, 5th District

Victoria Arce, Social Services, 4th District

Supervision Certificate

Cindy Carr, Social Services, 5th District

Teresa Smejkal, Probation, 4th District