



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 09-2006

DATE: April 26, 2006

TO: Department Heads
Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director

SUBJECT: CITY UNIVERSITY

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg".

One of the six guiding themes of the Department of Human Resources (DHR) Civil Service Reform Report dated May 2005 addressed the importance of Career Development for our City employees. DHR recommended a greater investment in the training and professional development of City employees, to guarantee educational opportunities to develop their careers. In August, 2005, Mayor Newsom directed DHR to create a "City University" through partnerships with City College, San Francisco State University, the Chamber of Commerce and other organizations and institutions. The goal of City University is to ensure San Francisco has the most educated and highly trained local government workforce possible. The purpose of this memo is to provide you with a status of City University and to request your assistance and participation in City University.

Update of City University

The City University Task Force (Task Force) composed of representatives from City College, San Francisco State University, the Chamber of Commerce and SFWorks, has been working to address conceptual, practical and logistical issues facing the establishment of City University.

The mission of the City University program will be to: (1) assist in succession planning; (2) develop career ladders for City employees; and (3) develop the skills and potential of our employees to help them succeed in a changing work environment. This will be accomplished through learning opportunities such as – leadership and professional development programs; skill development for entry level employee programs; programs to address specific departmental needs; and degree completion programs.

Who May Attend

The following are requirements for attending training through City University:

- Current full-time or part-time City employees
- Meet the prerequisites for each particular class
- Have his/her supervisor's approval

Time

If the training is held during work hours, the time needed to attend training will be split 50% City time and 50% employee's own time. However, some classes are held on Saturdays or evenings. In those cases, employees may be required to spend more of their own time. Any assigned homework must be completed on the employees' own time.

Cost

The program will be implemented in three phases, as outlined below.

During Phases I and II, some costs will be paid through DHR training program; departmental training budgets and employee's own tuition reimbursement program.

For Phase III - The conceptual long-term goal is to create a program that will be of no cost to the employee. City University may be subsidized (in whole or in part) through philanthropic, business community and grant funding; and may be governed by a separate board of trustees.

Phase I – April through June 2006

City University is offering the following learning opportunities:

- DHR-sponsored 24 PLUS for Supervisors and Managers
- DHR-sponsored professional development topics

Location: DHR, 44 Gough Street

Phase II – July 2006 through June 2007

City University is offering the following learning opportunities in the initial part of Phase II:

- Professional Development (SFSU)
 - Project Management Certificate Program
 - Professional Communication Skills
 - Human Resource Management
- Skill Development for Entry Level Employees (City College)
 - Microcomputer Applications for Business
 - Business Correspondence
 - English as a Second Language – Writing
 - English as a Second Language – Intermediate Listening/Speaking

Once these programs are completed, City University will offer new and additional learning opportunities based upon Departmental and participant surveys and response.

Location: City College – Downtown Campus, 800 Mission Street
San Francisco State University College of Extended Learning – Downtown Campus, 425 Market Street

Phase III – July 2007 through June 2008

Phase III will expand the number and types of programs offered. There will also be more City-specific, customized learning opportunities available based upon Departmental input. Additionally, we will look towards offering learning opportunities that, with a passing grade, will allow individuals to qualify for promotional advancements.

Your Participation is Requested

Enrollment is now open for the City University learning opportunities in Phase II. The following is a description of the courses, a list of openings and the cost to the Department. Please register your employees by completing the appropriate Registration Form and faxing it to the DHR WD Unit at (415) 551-8907. Do not include your payment at this time. You will be contacted by DHR-WD upon receipt of the Registration Form. If you have any questions, you may contact Donna Kotake at DHR's Workforce Development Unit at donna.kotake@sfgov.org or call (415) 557-4912.

cc: Mayor Gavin Newsom

NOTE: Deadline for SFSU enrollment is May 15, 2006. Deadline for City College enrollment is June 15, 2006.

Enrollment Form for Project Management: <http://www.cel.sfsu.edu/brochures/summer06/project.pdf>

Enrollment Form for Professional Communication Skills:
<http://www.cel.sfsu.edu/brochures/summer06/communication.pdf>

Enrollment Form for Human Resource Management: <http://www.cel.sfsu.edu/brochures/summer06/hrm.pdf>

Enrollment Form for City College Classes: Attached

Project Management Certificate Program (10 openings)

A certificate will be awarded upon successful completion of seven courses offered within a two-year period. Curriculum provides in-depth training in the essential elements of initiating and completing a successful project, including scheduling, estimating, risk management and developing interpersonal skills to manage teams in the most effective and efficient manner. It also includes theory and practice in using Microsoft Project as an essential project management software resource. Requires a minimum of 126 hours of instruction. Required courses: Project Planning & Management Overview; Microsoft Project Foundation; Project Estimating, Measures and Control; Project Communications: Human Resources/Team Management; Project Risk Management; Virtual Management: Managing International Teams; PMP Exam Preparation.

Classes Offered: June 5 through August 10.

Cost: \$2,725 per student (1/3 to be paid by DHR; 1/3 to be paid by the Department and 1/3 to be paid by the employee)

For more information: <http://www.cel.sfsu.edu/brochures/summer06/project.pdf>

In lieu of the Certificate Program, individual Project Management classes may be taken. See link above for specific information.

Professional Communication Skills Program (10 openings)

Classes included: (1) Fearless Speaking: Discovering Your True Voice; and (2) Becoming a Better Writer: Grammar & Writing Fundamentals for Business Communications – Online.

Classes Offered: June 21 through August 9

Cost: \$545 per student (1/3 paid to be paid by DHR; 1/3 to be paid by the Department and 1/3 to be paid by the employee)

For more information: <http://www.cel.sfsu.edu/brochures/summer06/communication.pdf>

Individual Professional Communication classes may be taken. See link above for specific information.

Human Resource Management Mini-Certificate Program (10 openings)

A Mini-Certificate in Human Resource Management for Non-HR Managers and Supervisors. Four-course program designed to give managers and supervisors essential human resources skills to successfully do their jobs without having to master the entire HR field. Required courses: Supervision: People Skills; Performance Management; Recruitment & Selection; Discipline & Termination. Requires a minimum of 56 hours of instruction within a two-year period.

Classes Offered: June 10 through July 22

Cost: \$1,040 per student (1/3 to be paid by DHR; 1/3 to be paid by the Department and 1/3 to be paid by the employee)

For more information: <http://www.cel.sfsu.edu/brochures/summer06/hrm.pdf>

Individual Human Resource Management classes may be taken. See link above for specific information.

MABS 60: Microcomputer Applications for Business (30 openings)

3 units – Lecture and Lab. Introduction to the fundamental concepts and skills of the operating system and the three most frequently used computer software program applications used in business: word processing, electronic spreadsheets, and database management.

Classes Begin: August 2006; Lecture: 4-7 pm once a week; Lab: 3 hours once a week
Cost: No cost per student
52 Classroom Hours

For employees who possess limited computer skills.

BSEN 76 Business and Technical Report Writing (30 openings)

3 units - Lecture. Practice in techniques of primary and secondary research and in writing informal, formal, and technical reports, which describe clearly, solve problems, present ideas persuasively, and evaluate alternatives. Computers and word processing and editing software programs are available as writing tools.

Classes Begin: August 2006
Cost: No cost per student
52 Classroom Hours

For employees who need to conduct some research and write informal and formal reports.

English as a Second Language (30 openings)

Classes Begin: August 2006
Cost: No cost per student
Prerequisite: ESL Placement Examination to be given in July 2006

When enrolling, specify an interest in either (1) Writing or (2) Listening/Speaking. After ESL Placement examinations are taken, the appropriate level of Writing and/or Listening/Speaking classes will be offered.

For non-native English speaking employees.

CITY COLLEGE OF SAN FRANCISCO	CITY COLLEGE COURSE REGISTRATION FORM
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Name: _____ <small style="display: flex; justify-content: space-between; width: 100%;">Last, First M.I.</small>	I.D.# _____ - _____ - _____	Birth Date: __/__/__ <small>(month / day / year)</small>
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MAJOR FIELD OF INTEREST [] [] [] EDUCATIONAL GOAL [] [] []
 (REFER TO CCSF TIME SCHEDULE FOR A LIST OF CODES) ENTER THE HOURS PER WEEK YOU PLAN TO WORK [] []

A D D S				
CRN#	SUBJECT	COURSE	SEQ	UNITS

You may enroll in over 17 units (7 units in summer semester) after the beginning of the Add/Drop period.
 An additional form with a counselor's signature is required.

PROCESSED BY: _____ DATE: _____
 Copies / White: registration, Yellow: Student

D R O P S				
CRN#	SUBJECT	COURSE	SEQ	UNITS

FALL []	TERM	TOTAL UNITS	
SPRING []	20__		
SUMMER []			
STUDENT'S SIGNATURE: _____		DATE: _____	