



Gavin Newsom
Mayor

Philip A. Ginsburg
Human Resources Director

MEMORANDUM
DHR No. 35-2006

DATE: December 14, 2006

TO: Department Heads
Personnel Officers
Labor Organizations

FROM: Philip A. Ginsburg
Director

A handwritten signature in black ink, appearing to read "Philip A. Ginsburg", written over a horizontal line.

SUBJECT: CITY UNIVERSITY – SPRING 07 ENROLLMENT

The Vision of City University (CU) – “A program to ensure San Francisco has a government workforce that is educated, trained and prepared to provide quality service to its citizens now and into the future” – is constantly being developed.

Since CU began over six (6) months ago, the program has continued to grow. In September, the CU Task Force distributed surveys citywide through City departments and the labor organizations to solicit input about the CU program. The results of the survey were published in the November Workforce Development newsletter and focus groups were conducted to get additional input about training and educational programs. The following is an update on the status of various CU classes.

Summary of the Fall 2006 Program

The Fall 2006 program of CU offered Professional Development Certificate programs from San Francisco State University-College of Extended Learning (SFSU-CEL) and Business Department classes from City College of San Francisco (CCSF). Thirty City employees attended classes in the SFSU-CEL program and ten City employees attended the CCSF classes. Four individuals completed the Human Resource Management Mini-Certificate program and received their certificates this month. Two individuals completed the Project Management Program and received their certificates this month, as well. Congratulations to these individuals on their accomplishments.

Pre-Academy Orientation Workshop for the San Francisco Police Department

One of the goals of CU is to provide learning opportunities to address jobs that are hard-to-fill due to a shortage of qualified candidates and competition from the private sector and other jurisdictions. We recognize that recruiting and hiring qualified police officers is a challenge facing the San Francisco Police Department (SFPD). CU, the SFPD, and CCSF are sponsoring a customized, 18-hour non-credit class entitled Assessment & Counseling Workshop for Public Safety, to assist applicants. This workshop will give applicants an insight into a career as a San Francisco Police Officer, offer information about the hiring and exam process, and test their readiness to take the San Francisco Police Officer examination. This workshop is being held in January, 2007 at the San Francisco Police Academy and is filled to capacity.

Spring 2007 Program

The Spring 2007 program of CU will begin in January and is composed of the following classes:

San Francisco State University – College of Extended Learning

- Project Management Certificate Program
<http://www.cel.sfsu.edu/brochures/spring07/project2.pdf>
- Human Resource Management Certificate Program
<http://www.cel.sfsu.edu/brochures/spring07/hrm.pdf>
- Professional Communication Skills Program
<http://www.cel.sfsu.edu/brochures/spring07/communication.pdf>
- English for Professional Purposes – English as a Second Language
<http://www.cel.sfsu.edu/brochures/spring07/esl.pdf>

Please visit the DHR website for information about the enrollment process for SFSU.

http://www.sfgov.org/site/uploadedfiles/dhr/SFSU_Enrollment.doc

City College of San Francisco

- BSEN 74: Business Correspondence
- BSEN 76: Business Report Writing
- SPCH 11: Basic Public Speaking
- MABS 60: Microcomputer Applications for Business
- MABS 61: Advanced Microsoft Office
- MABS 101: Spreadsheets/Business/Excel

Please see the following link for class descriptions, times, locations and enrollment process for CCSF.

<http://www.sfgov.org/site/uploadedfiles/dhr/City%20U%20spring%20schedule.doc>

For additional information about CU, please visit the DHR website –

http://www.sfgov.org/site/dhr_page.asp?id=49419

NOTE ENROLLMENT DEADLINES:

Deadline for enrollment in City College is: January 10, 2007.

Deadline for enrollment in San Francisco State University – College of Extended Learning is: January 12, 2007.

If you're interested in receiving additional information and/or participating in the City University Task Force, please contact Donna Kotake (557-4912) donna.kotake@sfgov.org or Maria Ryan (551-8948) maria.ryan@sfgov.org at the DHR-Workforce Development Unit.