

7. WORKFORCE

Goal: To recruit, mentor, empower, and promote a high-performing workforce.

DESIRED OUTCOMES

- Increase employee performance relative to goals and guiding principles
- Enhance knowledge and skill sets of staff
- Increase leadership opportunities to develop future leaders
Encourage a positive working environment

INITIATIVES

Ongoing Efforts to Achieve Our Goal:

EMPLOYEE SELECTION PROCESS

EMPLOYEE DEVELOPMENT

2017 RESULTS

EMPLOYEE SELECTION PROCESS

As part of recruiting a high-performing workforce, we include the LACERS Guiding Principles in the interview questions.

- Character
- Professionalism
- Respect
- Teamwork
- Kindness



EMPLOYEE DEVELOPMENT

In keeping with our commitment to mentor and empower a high-performing workforce and the Mayor's Directive to provide **"Excellence in Public Service,"** LACERS offers training and education to all staff.

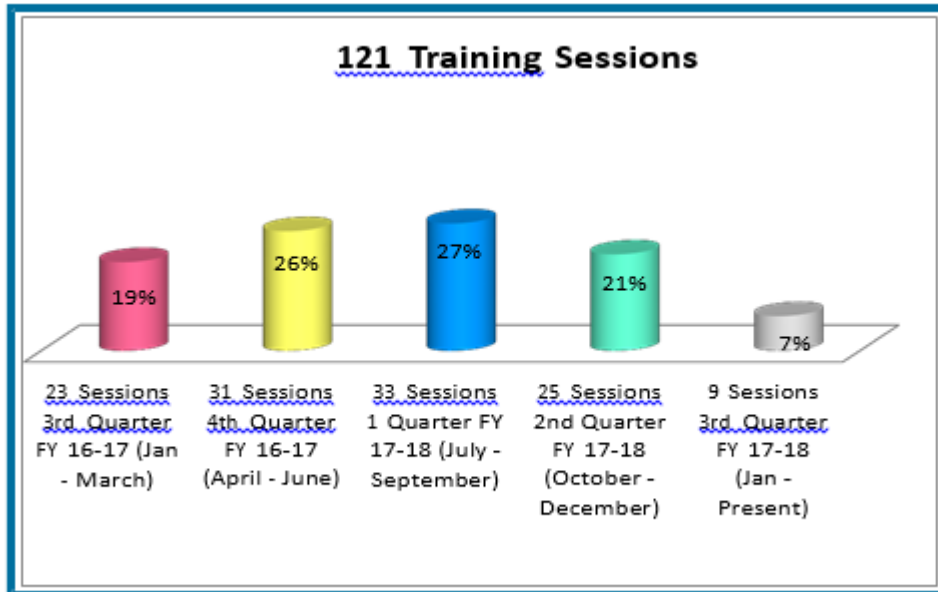
OUR GOALS:

- **Minimum of 1 training class per quarter for all staff**
- **Minimum of 1 training class per quarter for all supervisors**
- **Minimum of 4 hours of training for all staff every year**

JULY 2017 – FEBRUARY 2018 TRAINING:

- Quarterly Supervisory Training
- Quarterly All Staff Training
- In-House Sessions
- Off-Site Training Sessions
- City Training Portal
- Microsoft Office Suite

TOTAL NUMBER OF TRAINING SESSIONS (JULY 2017 – FEBRUARY 2018)



LIST OF TRAINING SESSIONS (Partial List):

- **Drawing the Line – Preventing Sexual Harassment** – Supervisors and New Employees
- **Fraud, Waste, and Abuse** – All Staff
- **Equal Employment Opportunity Challenge** – New Supervisors
- **New Employee Orientation** – New Employees
- **Disaster Service Worker Training** – New Employees
- **CBRE: Fire Life Safety Training** – New Hires/Annual
- **Retirement Seminar** – New Employees within 30 days of Employment
- **Emergency Preparedness** – New Employees
- **Workplace Violence Prevention** – New Hires/Annual
- **CA Association of Public Retirement Systems: Roundtables and Management Academy**
- **Cyber Security Awareness Training** – Mandatory All Staff
- **Diversity: Face-to-Face** – Mandatory All Staff
- **Ethics and Open Government Curriculum** – SEI Filers
- **International Public Management Association for Human Resources, Southern CA Public Management Association for Human Resources, Reasonable Accommodation, Gender Equity, Domestic Violence Prevention** – Human Resources Specific

TUITION REIMBURSEMENT

LACERS' Tuition Reimbursement Program is designed to encourage full-time employees:

- To improve their performance in their present position, and
- To develop their potential for higher level positions in their logical line of promotion.

This program demonstrates our commitment to invest in our employees.

PARTICIPATION

Staff at various levels have taken advantage of the LACERS' Tuition Reimbursement Program:

- Professional
- Para-professional
- Administrative Support

To date, **2 graduate degrees** and **3 undergraduate degrees** have been obtained through the program.

Currently in FY 2017-18, there are **7** staff members participating in the Tuition Reimbursement Program:

- **3 participants** enrolled in graduate programs
- **3 participants** enrolled in undergraduate programs
- **1 participant** enrolled in job-related course work

NUMBER OF PROGRAM PARTICIPANTS

