



- June 2021 -

Hello ,

"Every great change is preceded by chaos." - Deepak Chopra

As we close out this chaotic year and look optimistically toward the future, we wholeheartedly embrace changes that modernize and strengthen our efforts, deepen our commitment to equity, and help us improve our services to other departments.

DHR's Workforce Development team is excited to launch innovative new ways to support diverse individuals to join, stay, and grow in our City workforce.

Our Learning and Development team is excited to offer new webinars, learning pathway programs, and trainings that support employees' professional development and deepen learning about diversity, equity, and inclusion. Additionally, our Diversity Recruitment Team is excited to expand innovative new strategies to reach diverse job seekers and attract them to City jobs. This newsletter highlights some of the services and efforts we will be launching in the new fiscal year.

We are truly grateful to the many department partners who collaborated with our Workforce Development team this past year when the pandemic forced us to innovate, experiment with pilot projects, and embrace exciting new virtual methods of service delivery. We look forward to continued partnership with your departments in this coming year.

Please stay healthy and safe, and reach out to our team at wd_dhr@sfgov.org as we can support your departmental efforts.

Julia Fong Ma

DHR Workforce Development Director

Important Links

[Access to City Employment Program \(ACE\)](#)

[Job Announcements](#)

[Classes & Training](#)

[City University](#)

[Diversity, Equity & Inclusion Program](#)

[Diversity Recruitment](#)

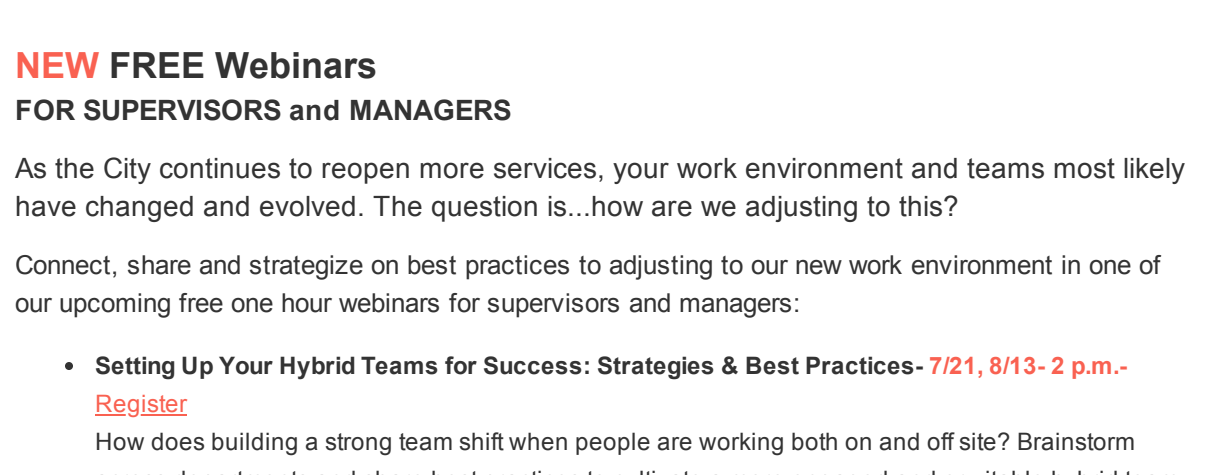
[Workforce Development Page](#)

[Workplace Online Trainings](#)

Did you know...

You may be eligible to get your training registration reimbursed. [More Information](#)

Updates



NEW FREE Webinars FOR SUPERVISORS and MANAGERS

As the City continues to reopen more services, your work environment and teams most likely have changed and evolved. The question is...how are we adjusting to this?

Connect, share and strategize on best practices to adjusting to our new work environment in one of our upcoming free one hour webinars for supervisors and managers:

- **Setting Up Your Hybrid Teams for Success: Strategies & Best Practices- 7/21, 8/13- 2 p.m.- Register**
How does building a strong team shift when people are working both on and off site? Brainstorm across departments and share best practices to cultivate a more engaged and equitable hybrid team.

- **Managing with an Equity Mindset- 7/23, 8/6 - 10 a.m.- Register**
Share tips, tools, and curated resources to help you manage with an "equity lens" as you continue to support the social and emotional needs of your team while at the same time helping them be productive at work.

FOR EMPLOYEES

Career development is important for all City employees. DHR is excited to offer the following free, one-hour Growing Your Career webinars. These webinars will review tips and best practices for applying for City job opportunities, and help employees begin planning their career journey within the City workforce.

- **Updating Your Resume- Growing Your Career Series- 8/11- 2 p.m.- Register**
Review and discuss best practices in writing an effective resume.

- **Applying for a City Job- Growing Your Career Series- 8/4- 2 p.m.- Register**
An overview of the City Job Application process, including tips for filling out your Supplemental Questionnaire.

- **Exams and Interviews - Growing Your Career Series- 8/18- 2 p.m.- Register**
Providing insights on how to prepare for Civil Service Exams and Interviews.

For more information and to register for one of these webinars, please go to <https://sfdhr.org/classes-and-training>.

NEW- It's that Time of Year: Performance Appraisals

Performance Appraisal Time!

Attend these webinars and workshops to learn how to write effective Performance Planning and Appraisals as you continue to lead and support your teams.

Performance Planning & Appraisals FREE WEBINAR- 7/16, 8/4- 9 a.m.- 10:15 a.m.- Register

- Understand the City's planning process and expectations for PPARs - This webinar will review the structure and tools to provide effective performance plans and appraisals.

PPAR Review: The Performance Plan & Appraisals- 8/20- 8:30 a.m.- 12:30 p.m.- Register

- Learn how to manage performance by establishing clear expectations and reviewing the work that was done through appraisals.

In addition, the updated FY2021-22 Performance Plan and Appraisal Form will be made available in July.

NEW- Learning Pathways Series

Learning and change takes time!

When team members engage in learning together over time, this helps build a stronger, more cohesive team. Team members who learn new skills and concepts together are much more likely to apply that learning in their work and in their daily interactions with others on the job.

To help departments meet racial equity training goals, DHR is pleased to offer new Learning Pathways for teams. Teams participate together in a series of workshops that build upon each other. Workshops can be scheduled over the course of several weeks or months

"The Equity Series Training was interactive, informative, experiential and leaned on specific Public Works issues and data. The trainings helped us develop common language around racial equity as well as build camaraderie."

- Beth Rubenstein, Public Works Director of Communications

Diversity, Equity, & Inclusion (for all Employees)- Team members deepen their understanding of the impacts of implicit bias and privilege in the workplace. Teams then focus on strategies to create a more respectful, equitable workplace. Sequenced workshops include:

- Managing Implicit Bias
- Effects of Privilege on Equity
- Communicating Across Cultures or Respect in the Workplace.

Diversity, Equity, & Inclusion (Supervisors/Manager)- Supervisors and managers deepen their understanding of the impacts of implicit bias and privilege in the workplace, and explore strategies to manage teams more equitably. Sequenced workshops include:

- Managing Implicit Bias
- Effects of Privilege on Equity
- Managing with an Equity Mindset

Management Pathway- Managers develop coaching and conflict management skills essential for providing support to team members. Focused on managing teams equitably, this series is intended for leaders who have completed the 24 Plus program (or other supervisory academy) and would like to continue developing their leadership skills. Sequenced workshops include:

- Coaching
- Successful Conflict Conversations
- Managing Performance with an Equity Mindset

To learn more about these new learning pathways, please contact Ishani.Baruah@sfgov.org.

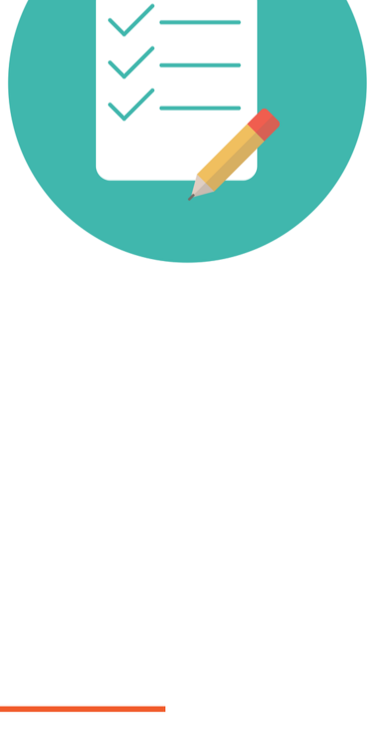
How can we support your learning and development?

Fill out this quick 3 minute [Learning and Development Survey](#) to tell us how we can continue to support your professional development.

As the City is offering more in person services, DHR would like to know about your learning and development needs. Your feedback will help us develop new trainings and services to help you continue to grow professionally. Thank you for taking the time to tell us your needs and feel free to forward this to your colleagues.

Please complete this survey by July 16, 2021.

Take Survey



Upcoming Trainings

Customer Focused Communication
8/18 - 8:30 a.m. - 12:30 p.m.- [Register](#)

Emotional Intelligence
10/5+ - 8:30 a.m. - 12:30 p.m.- [Register](#)

Growing Your Career FREE WEBINAR Series
8/4 - 2 p.m. - 3 p.m.- "Applying for a City Job"- [Register](#)
8/11 - 2 p.m. - 3 p.m.- "Updating Your Resume"- [Register](#)
8/18 - 2 p.m. - 3 p.m.- "Exams and Interviews"- [Register](#)

Lead to Succeed
7/21+- 8:30 a.m.- 12:30 p.m.- [Register](#)

Managing Implicit Bias
7/28- 8 a.m.- 12:30 p.m.- [Register](#)
9/16- 8 a.m.- 12:30 p.m.- [Register](#)

Managing with an Equity Mindset FREE WEBINAR
7/23- 10 a.m.- 11 a.m.- [Register](#)
8/6- 10 a.m.- 11 a.m.- [Register](#)

Performance Planning and Appraisals Training
8/20- 8:30 a.m.- 12:30 p.m.- [Register](#)

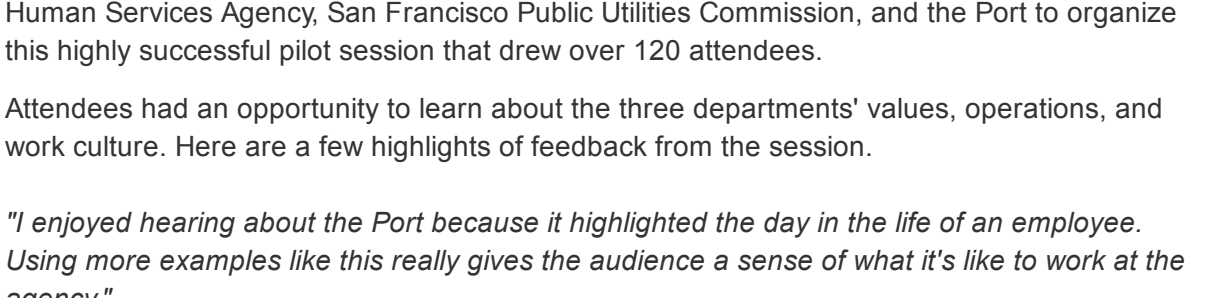
Performance Planning and Appraisals FREE WEBINAR
7/16- 9 a.m.- 10:15 a.m.- [Register](#)
8/4- 9 a.m.- 10:15 a.m.- [Register](#)

Practice Makes Perfect
8/17+- 8:30 a.m.- 12:30 p.m.- [Register](#)

Setting Up your Hybrid Teams for Success FREE WEBINAR
7/21- 2 p.m.- 3 p.m.- [Register](#)
8/13- 9 a.m.- 10 a.m.- [Register](#)

24 PLUS for Supervisors & Managers
[See Schedule](#)

Program Spotlight



Making Strides in Supporting Your Diversity Recruitment

The Diversity Recruitment Team (DRT) has been making big strides in supporting City departments and actively engaging with the community!

The DRT is changing the look and feel of recruitment announcements by creating informational sessions that attract community members to City careers and provide them with helpful guidance on how to apply for City jobs. These sessions are recorded so interested job seekers and community members can watch them at any time. Most recently, for the citywide 2708 Custodian recruitment, the DRT collaborated with the Airport and other City departments to create a unified informational session highlighting the variety of work a custodian may do for the City. This presentation was viewed by hundreds of job seekers who submitted applications for this recruitment.

Additionally, in early June DRT launched the City's first Departmental Spotlight Session showcasing "A Day in a Life" of working for City departments. DHR collaborated with the Human Services Agency, San Francisco Public Utilities Commission, and the Port to organize this highly successful pilot session that drew over 120 attendees.

Attendees had an opportunity to learn about the three departments' values, operations, and work culture. Here are a few highlights of feedback from the session.

"I enjoyed hearing about the Port because it highlighted the day in the life of an employee. Using more examples like this really gives the audience a sense of what it's like to work at the agency."

"What I liked the most about the workshop was that - I got to see everyone who is/was responsible for our job seeking process. In other words, put the name to the face; it was a pleasure. In addition, it gave me a better understanding of the various departments functions."

"I not only learned more about working for different departments but also learned more about working for and getting a job with the City and County."

Moving forward, the Diversity Recruitment Team will continue to collaborate with other City departments to organize a monthly "Departmental Spotlight- Day in a Life" session. These sessions educate the community about the hard work happening within our City departments and is an innovative strategy to attract diverse job seekers to City employment.

In July, the DRT will offer a Public Safety Departmental Spotlight session, to bring awareness to the community around a Day in a Life working at the Sheriff, Police, and Fire Departments. Check out the Career Events calendar to sign up: <https://sfdhr.org/career-events>

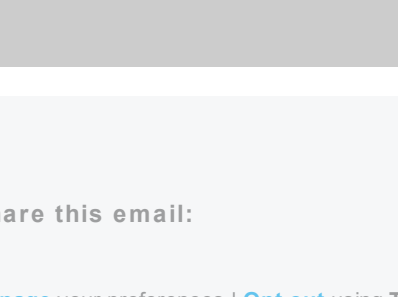
If you would like to be part of an upcoming Day in a Life session, or to find out more information about the Diversity Recruitment Team's efforts, email porsche.bunton@sfgov.org or visit the [Diversity Recruitment Webpage](#).

For more information regarding Diversity Recruitment Team services, [click here](#) for a one page summary.

Welcome to DHR's New Diversity Recruiters!

After an extensive hiring process, DHR is pleased to welcome our two new PCS 1250 Diversity Recruiters- Danielle Anderson and John Weber!

Danielle has been with our Diversity Recruitment Team for the last 1.5 years in an exempt role and has earned the PCS position. Prior to her work with the City, Danielle worked as an employment coordinator where she oversaw internships with the San Francisco Department of Environment and Recreation and Park Departments. She has previous experience working at YouthWorks, a unique internship program for high school students that provides paid work experience in San Francisco City Government Departments. Prior to joining the YouthWorks team, she facilitated job placement, career development, and case management services for the Japanese Community Youth Council (JCYC) Workforce Program. As a San Francisco native, Danielle is deeply committed to providing community members, especially young adults, with pathway opportunities that lead to meaningful employment.



As a new member of the City Workforce, John brings a wealth of experiences in the workforce services arena as a recruiter, job developer and manager both in the private and public sector. John began his career working for various community-based organizations and developed long-term partnerships serving vulnerable and disenfranchised communities. He looks forward to listening and engaging with his colleagues across various City departments to build upon the success of hiring a diverse, inclusive pool of highly skilled employees for the City and County of San Francisco. John is originally from New Orleans, Louisiana, and is a graduate of San Francisco State University's Radio and Television Program, and has also participated in a two-year Master of Arts Program in Broadcast Management. The last born of eight siblings, he currently resides here in San Francisco, and warmly embraces this resilient City that he loves.

We welcome both Danielle and John to the Diversity Recruitment Team and look forward to the great work ahead!

Please forward this newsletter and share these training opportunities with your coworkers and staff.

wd_dhr@sfgov.org

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