

Memorandum

Date: May 24, 2023

To: Civil Service Commission

From: Christina Pizarro Winting, Executive Director

Subject: CIVIL SERVICE SKILL BUILDING INSTITUTE

The Civil Service Skill Building Institute has been created to meet the internal training and professional development needs of City staff. In developing the Skill Building Institute (SBI), Civil Service has identified the many opportunities to assist staff in growing in their existing positions as well as preparing for future positions through two branches: SBI – Civil Service Processes and SBI – Professional Development. Training sessions are conducted in-person to also provide an opportunity for City staff to engage with their colleagues while accomplishing training session goals through a shared learning process where peers can learn with and from one another.

SBI – Civil Service Processes

In these training sessions Civil Service staff will provide overview of Civil Service process. There have been many process improvements made in the Civil Service Department. In addition, with the combined impact of new staff in key roles in operating departments, it made in person training the most effective way to provide an overview of processes and best practices as they have developed over time.

SBI – Professional Development

Civil Service staff will demystify the processes for applying for classified positions and assist City staff with best practices for being ready for that next promotion. Classes will include how to navigate the Civil Service process as an applicant, how to prepare for examinations and what are potential career paths within the City of Long Beach.

The Civil Service Skill Building Institute was launched in the first quarter of 2023. During the first quarter four different trainings were developed by Civil Service staff and delivered to 234 staff through 6 sessions. Currently we are in the second quarter of the year, and two additional trainings are being developed to add to our training catalog. Staff is scheduled to deliver 4 trainings through 14 sessions in the second quarter.

Initial trainings provided during the soft launch have been well received. Evaluations reflect that trainings are achieving the goal of increasing skills for staff in both areas of Civil Service processes and professional development. Civil Service staff will provide a midyear update to the Commission as the Civil Service Skill Building Institute continues to develop and is broadly marketed to City staff.

