



City of Thousand Oaks



Citywide Goal J.

Prepare for transition of City workforce to ensure sufficient succession planning take place and to develop an employment base which is reflective of the community.

Citywide Goal J -- Ensure Workforce and "Succession Planning" Take Place

J. Prepare for transition of City workforce to ensure sufficient succession planning takes place and to develop an employment base which is reflective of the community.

Objective	Target Date	Responsible Department	Source	Status
1 To complete 90% of recruitment/selection processes within established timelines.	Jun-08	HRD	Budget	Completed - Recruitment/selection processes have been streamlined and updated and 90% of processes this fiscal year have been completed by deadline.
2 To complete all mandatory training for 100% of employees.	Jun-08	HRD	Budget	Completed - All mandated employee training has been completed for Fiscal Year 2007-08.
3 To manage and encourage participation in succession planning and career development programs.	Ongoing	HRD	Budget	Completed/Ongoing - All succession planning programs are well attended. Programs include Thousand Oaks Leadership Academy, Mentoring Program, Read to Lead Management Discussion Group, Great Leaders of the Conejo speakers series, and Management Training Certificate Program. The City's Tuition Reimbursement Program is filled to capacity, and career development training workshops have enjoyed record attendance. Ongoing for FY 2008-09.
4 Encourage participation in leadership programs.	Ongoing	CDD	Budget	Completed/Ongoing - Staff from Community Development completed 2007-08 Leadership Academy; Housing staff were nominated for participation in 2008-09 Chamber of Commerce Leadership Academy along with others from different departments. Ongoing for FY 2008-09.

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5 Provide opportunities to staff for job enhancement by encouraging attendance at seminars, enrollment in college courses, and arranging for facilitators to provide training.	Ongoing	CDD	Budget	Completed/Ongoing - 58 staff members attended various classes, conferences, workshops and seminars. One important focus of extensive training has been preparing staff to implement the updated California Building Code. The Department took advantage of training sessions offered by California Association of Local Building Officials (CALBO). Ongoing for FY 2008-09.
6 Recruit and hire qualified candidates for two Division Managers vacancies and support the Succession Planning effort by training and developing staff to prepare them for promotional opportunities.	May-08	LIB	Budget	Completed - Library has recruited and filled two vacancies as prescribed. In addition, several other internal participants in City's leadership program have been promoted in the past two years.
7 Ensure that staff are well-trained, friendly, and customer service-oriented, and participate in the internship program sponsored by the Metropolitan Cooperative Library System by training, supervising, and mentoring students from the UCLA School of Library and Information Science and the San Jose State University School of Information.	Ongoing	LIB	Budget	Completed/Ongoing - Staff continues to be well trained, friendly and provide exemplary customer service. Ongoing for FY 2008-09.