



**September 27, 2017**

The original grant proposal that was written to request AEBG Funding to begin a pilot program titled Passport to Public Service in Paradise (P2P), was written in very grandiose terms. Through trial and error, meetings with internal and external stakeholders, and developing a P2P advisory team, we have concluded that we need to refocus our efforts of P2P in a specific area; educating the community about the County of Santa Barbara as an employer and guiding them through the application process by instilling best practices for obtaining employment.

The original activity chart had seven specific program objectives that it was reaching to attain. **These objectives will remain achievable** as we are **maintaining the spirit** of the original grant proposal while adjusting the way we will be educating the community. P2P will still:

1. Ensure accurate recordkeeping in alignment with County and consortium requirements
2. Develop detailed program for adult learners, to build pathways to employment and career success at the County of Santa Barbara
3. Define a curriculum based on community needs for adult learner success in employment at COSB
4. Set meaningful outcomes captured by various measurements and tools and shared with consortium stakeholders
5. Attract a diverse pool of applicants through creative and engaging marketing and communication
6. Deliver a compelling and effective learning program that leads to employment and career success
7. Use strategic follow-up and future planning to create a positive and sustainable program

Our new approach to P2P will consist of holding monthly workshops on three topics that recruiters identified as a critical need to fill current and future vacant positions:

1. What does the County look like as an Employer?
2. How do I apply for a County job?
3. What are civil service rules and civil service exams?

These three topics will educate the community on the County having over 700 different jobs within 23 different departments. We will teach best practices when it comes to attaining employment. We will also educate participants on how to understand Civil Service Rules and why they apply to employees and candidates. The workshops will be 2-3 hours in length offered at various times to accommodate many schedules.

If approved to move forward, this proposal would remove the actual and perceived barriers to public sector employment as listed in the original grant proposal such as:

- Confusing application procedures
- Unfamiliar civil service terminology
- Fear of testing
- Unclear merit system processes
- Unfavorable images of public servants



## HUMAN RESOURCES EMPLOYEES' UNIVERSITY



## ORGANIZATION TRAINING & DEVELOPMENT

- Negative bias about the quality of public sector work

The educational component will still focus on building aptitude and proficiency in three specific competency areas. However, for the first phase of P2P, we will focus our efforts on developing seminar materials, recruiting seminar leaders, and conducting creative marketing strategies to recruit a diverse population of participants. We will also develop a tracking system to track participants activities such as: attendance, applications, and job offers accepted. Seminars for the first phase will focus on job and career skills, while naturally including communication skills. We are actively in phase 1 of P2P and expect this phase to extend to June of 2018.

- Communication Skills (e.g. ESL, survival Spanish, basic English grammar, basic writing, basic math, speaking to influence others, cultural differences in communication, active listening, reading and understanding business communication)
- Job Skills (e.g. basic keyboarding, computer literacy, internet use, email, building good work habits, getting along with co-workers, conflict resolution, being a productive team member, outstanding customer service, becoming a public servant, County values in public service, business of local government)
- Career Skills (e.g. what is a merit system?, do I want to work in civil service?, tracking County job opportunities, preparing a winning County job application, dressing for success, marketing your skills, job test prep, interview prep, tracking personal achievements, panel interviewing skills, exploring opportunities and creating my career path, county job mapping, On the Job Training (OJT) experience, setting and achieving goals)

In the second phase of P2P, we will hone in on internal participants and communication skills to assist in the advancement into leadership roles by creating a Leadership Program. The Leadership Program will be based on individual assessment, each participant will have a personal "Learning Blueprint" crafted to meet their specific needs and objectives within their population. Each blueprint (or course and learning plan) will map to the level of the seven program outcomes that is most appropriate to the individual's needs. The proposed date to begin phase 2 of P2P will begin in June 2018.

The P2P goal will remain to create a talent pipeline enhanced by the synergy gained through community collaboration. Throughout both phases of the program, the Employees' University will work collaboratively with Santa Barbara City College Career Skills Institute, along with other local colleges and universities, to deliver educational programming for all. We will continue to ensure that classes, seminars, and preparatory events will be integrated to enhance SBCC and other local colleges and universities educational programming. This integrated approach will ensure that the programs will not be repetitive and will work collaboratively, rather than competitively. The original proposal of courses that was submitted and approved by the Santa Barbara AEBG Consortium remains unchanged and still applies to the new P2P approach. Please see the attached proposal of courses.

The pipeline to be created by P2P, through education and development of employability skills will provide additional external pathways into the County organization, while providing internal pathways upward in the organization. This program amplifies the County's ability to hire, engage, and retain local citizens positively impacting the area economy. P2P will remain a free program that is open access to anyone that lives in the County of Santa Barbara.