COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 29, 2003

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **SEIU LOCAL 660 $1.4 MILLION TRAINING FUND**

REQUEST FOR PROPOSALS

On December 16, 2003, the Board approved the new agreement between Los Angeles County and SEIU Local 660 which once again includes $1.4 million a year in funds for training. The Joint Labor-Management Committee (Committee) is soliciting proposals from County departments for training programs or training projects to enhance the skills of workers represented by SEIU Local 660. The Committee is seeking new ideas for identifying, designing, and implementing training programs that address the training needs of the employees represented by Local 660.

The training fund programs are developed for the purpose of providing a better-trained workforce and providing opportunities for staff who may be displaced due to downsizing, job elimination, or reengineering. Since 1998, the Committee has provided funding for certification and training programs, and purchased computers and equipment for several computer-training sites. A sampling of some of the training programs and projects that have been approved by the Committee is provided in Attachment I.

BACKGROUND

In the 1998 Memorandum of Understanding (MOU) with SEIU Local 660, the Board approved the establishment of a training fund dedicated to training and/or retraining employees represented by SEIU Local 660. In accordance with the MOU, a Joint Labor-Management Committee was established to identify training programs that can provide opportunities and enhance the skills of County employees. The funds are administered by the Joint Labor-Management Committee and are included in the Department of Human Resources' budget. For your information, a listing of the Joint Labor-Management Committee members is provided in Attachment II.

TRAINING PROGRAMS/PROJECTS

County departments are invited to submit proposals for training programs or projects. Proposals should be typewritten and no more than three pages long. The proposals should provide a synopsis and a description of the proposed program or project (i.e., curriculum, program format, and cost of the training). Proposals should also identify the target audience and possible training site/location. A Sample Proposal Format is attached (Attachment III) for reference.

For your information, for the past three years, DHR contracted with CompUSA on behalf of the Joint Labor-Management Committee for software classes that were offered to all County departments. That contract has expired. Departments are encouraged to enter into their own agreements for computer training.

SUBMISSION OF PROPOSALS

County departments are asked to submit proposals **as soon as possible**, but no later than Friday, March 26, 2004, to obtain funding from this fiscal year's funds. We are happy to receive proposals after that date on an ongoing basis, but they may have to wait to be considered for next year's funds. All proposals should be mailed or faxed to:

Lisa Radford
Joint Labor-Management Committee
Department of Human Resources
3333 Wilshire Boulevard, Suite 350
Los Angeles, CA 90010
Fax: (213) 637-0823

The County recognizes the importance of training its employees to develop a stable and effective workforce. This partnership of labor and management has been an extremely valuable opportunity to have a positive effect on the County's workforce.

Departments can obtain assistance in preparing proposals from Department of Human Resources staff. For additional information, you or your staff may contact Rosie Maloof, Principal Analyst, Human Resources, at (213) 738-2117 or Lisa Radford, Human Resources Analyst, at (213) 738-3448.

MJH:TJH
LT:LR
c: Personnel Officers
Administrative Deputies
Joint Labor-Management Committee Members

Attachments (3)

SAMPLING OF APPROVED TRAINING PROGRAMS AND PROJECTS
SEIU LOCAL 660 $1.4 MILLION FUND
JOINT LABOR-MANAGEMENT COMMITTEE

Department	Training Programs (FY 2002 – 2003)	Cost	Description of Approved Training Programs
Assessor	Effective Business Writing	$32,000	A two-day workshop providing ideas that give confidence in participants' writing ability as well as help them to write at least 30% faster.
	Supervision Training	$14,000	This course is designed to enhance the skills of current supervisory staff and prepare those who are back-ups or who are considering supervisory positions.
Auditor-Controller	Character Based Leadership	$4,000	The training program will increase employees' awareness of their workplace environment, their personal motivation factors, and individual character in order to increase the possibility of becoming leaders or taking a greater leadership role in the workplace.
	Time Management Skills	$16,000	This training program will provide employees with the skills to work more efficiently and effectively.
District Attorney	Customer Service Training	$60,000	An 8-hour course designed to create a more customer-focused support staff in order to greatly improve the efficiency of the department's operations and customer's perception of the department.
DHR (Dept. of Human Resources)	Supervision and Performance Mgmt. Workshop	$12,000	A two-day workshop designed to give essential information for supervisors, managers, and those who may be moving into supervision.
Public Social Services	Tuition Reimbursement	$100,000	This program provides employees the opportunity to seek further education which can enhance their job skills and performance by providing the assistance needed to pay tuition costs.
Health Services / Public Health	Customer Service Training	$168,000	This course would create a visible priority on service specifically designed for Public Health, recognizing excellence in service as a way of visibly demonstrating the values of the organization.
Library	Basic Business Writing / Grammar	$4,000	This one-day course would cover basic writing and grammar training to help employees develop their skills for their current position and pursue promotional opportunities.
	Effective Interviewee Skills	$3,000	This two half-day program will teach participants how to prepare for and conduct themselves for successful job interviews.
Mental Health	Customer Service Training	$55,000	This program will assist employees in identifying communication and service needs of supervisors, co-workers, and customers; opportunities and methods to facilitate meeting those needs; and the value of providing excellent communications and customer service.
Parks & Recreation	Grounds Maintenance	$55,000	The two courses will help employees gain knowledge and the skills required for job advancement, including skills for seasonal scheduling and prioritizing skills.
	Priority Management	$34,000	This course will provide supervisors and mid-managers with skills to help them better organize staff and operations, communicate clearly and assertively, and set up their work stations in an effort to save time, gain effectiveness, and make work easier.
Sheriff	Leading and Managing People	$73,000	This course teaches how to increase an employee's knowledge base and their marketability for promotional and advancement opportunities.
	Personal Effectiveness	$55,000	The course teaches employees to be able to build on skill sets in many topic areas. It teaches employees how to be able to exhibit professionalism with confidence, poise, and ease in the execution of the day-to-day activities.

JOINT LABOR-MANAGEMENT COMMITTEE MEMBERS & DEPARTMENT CONTACTS

Department of Human Resources	
Lu Takeuchi, Organizational & Employee Development	(213) 738-2299
Rosie Maloof, Organizational & Employee Development	(213) 738-2117
Lisa Radford, Organizational & Employee Development	(213) 738-3448
Department of Community and Senior Services	
To Be Announced	(213) 738-4249
Department of Health Services	
Kate Edmundson, Human Resources Management	(323) 869-7136
Paula Siler, Harbor-UCLA Medical Center	(310) 222-3409
Department of Parks & Recreation	
Irl Stalcup, Employee Development	(213) 738-3047
Gracie Guillen, Employee Development	(213) 738-3226
Department of Public Social Services	
Joyce Washington, DPSS University Section	(562) 345-7772
Robinetta Mack, Human Resources	(213) 639-5505
Fire Department	
Mary Gutierrez, Human Resources	(323) 881-2314
Internal Services Department	
Sharon Quinn, Office of Employee Development	(562) 940-3557
Probation Department	
Deitra Simon, Human Resources	(562) 940-2601
Sheriff's Department	
Richard Weintraub	(562) 946-7899
Hortencia Gonzales, Civilian Training Unit	(562) 946-7000

UNION MEMBERS

Department of Public Social Services, Carol Lawson	(310) 603-8626
Department of Health Services, Charles Doakes	(310) 668-4429
Sheriff's Department, Donald Baker	(323) 367-5162
LAC+USC Medical Center, Brian A. Trusso	(323) 226-6988
Internal Services Department, Carroll Stephens	(323) 226-8598
Department of Public Social Services, Shirley Carter	(323) 418-2228
LAC+USC Medical Center, Jessie Parrish	(323) 226-6577
Treasurer-Tax Collector, Linda Templeton-Dent	(213) 893-7966
Registrar-Recorder, Donna Meredith	(562) 462-2059
Registrar-Recorder, Ann Bolin	(562) 462-2768

SAMPLE PROPOSAL FORMAT

PROPOSAL FOR JOINT LABOR-MANAGEMENT COMMITTEE

$1.4 MILLION TRAINING/RETRAINING FUND

Date: _____

Contact Person:_____ Title:_____

County Department:_____

Phone: (____)_____ Fax: (____)_____

Below is the format for the proposal and the type of information that should be included in the proposal. Proposals should be typewritten and no more than three pages long. You may be asked to present the proposal to the Joint Labor-Management Committee and answer questions about the proposal if additional information is needed.

PART 1 - SYNOPSIS

Provide a brief outline of the proposed training project or program and purpose.

PART 2 - DESCRIPTION OF TRAINING PROJECT OR PROGRAM

Provide a description of proposed training project or program (include, if available, program objectives, curriculum, who will perform the training, possible location for training, etc.).

PART 3 - DESCRIPTION OF FORMAT

Provide a description of the program format (include how many sessions or class meetings, how many hours or days a week, length of program, etc.).

PART 4 - TARGET AUDIENCE

Identify the target audience and how many employees would be trained (what payroll classification would be included in the training program, i.e., nursing staff, clerical, clerical supervisors, all represented employees, etc.).

PART 5 - COST OF PROGRAM OR PROJECT

State the total dollar amount being requested for the program or project (include a detailed breakdown of all costs, i.e., cost of classroom, fees, registration, cost of books or equipment, cost for trainer, etc.).

PART 6 - BENEFIT OF PROGRAM OR PROJECT

Explain the benefit of the training program or project to employees represented by Local 660 (critical need, certification, promotional opportunities, continuing education credit, etc.).

SUBMISSION OF PROPOSALS:

Mail or fax proposals to:

Lisa Radford, Human Resources Analyst

Joint Labor-Management Committee
Department of Human Resources
3333 Wilshire Boulevard, Suite 350
Los Angeles, CA 90010
Fax: (213) 637-0823

LR – Revised 11/10/03