



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

January 30, 2006

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **MANAGEMENT DEVELOPMENT PROJECT**

In the coming years, the County will face varied and unprecedented challenges. The County relies on the skills and expertise of its experienced, professional employees to provide the services necessary to support the large and diverse population of Los Angeles County. As we strive to maintain and enhance the excellent performance of our County workforce, we must plan for the replacement of the large number of higher level managers who will retire within the next few years, taking with them essential knowledge and skills.

To assist in the County's management development and succession planning efforts, we are currently gathering resumes from high level County employees, such as Chief Deputies, Administrative Deputies, and graduates of the Learning Academy classes for Division Chief and Bureau Chief. This information will assist us in our effort to maintain a database of current managers in the various County departments.

These executive managers and academy graduates were requested to submit to the Department of Human Resources an updated resume detailing education completed; positions held, scope of management responsibilities and programs managed; and any training programs completed. With this type of information available, we can readily pinpoint employees with specific skill-sets, educational backgrounds or a particular type of experience. To date, we have received 125 resumes.

As resumes are received, Executive Recruitment staff will review, sort and retain them for possible use in future executive recruitments. We are hopeful this will be a beneficial tool in our executive recruiting, and plan to expand its use to all graduates of the Division Chief and Bureau Chief Learning Academy programs by creating an on-line system that will allow employees a convenient and easy method to submit or update their resumes on an on-going basis.

If you have any questions, you or your staff should call me at (213) 974-2406.

MJH:ADC
PAS:JML

EXEC RECRUITMENT/ MANAGEMENT DEVELOPMENT PROJECT/ MEMO TO BOARD

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