

CITY OF MIAMI CIVIL SERVICE BOARD



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INVEST IN YOURSELF BY ATTENDING TRAINING

Some people invest in stocks, bonds, cars, real estate, etc., but what about you? Have you ever considered investing in yourself? Investing in yourself is very different from investing in external assets. It doesn't follow the same pattern and it surely doesn't offer you the same reward. Whenever people are investing money they expect money in return. Well, it's completely different when you invest in yourself. You don't get back money. Usually, you get back an improved version of yourself.

Other than being hired by the City, what other way can you invest in yourself? You probably can think of many ways you can do this; perhaps attending trainings was one of them. There are numerous opportunities offered by the Training Division of Human Resources, The Office of Equal Opportunity/Diversity Programs, and maybe even in your own department.

The Office of Civil Service also offers a selection of trainings to all City employees that can help you on the job. The knowledge you receive from these trainings will benefit you throughout your career with the City of Miami. The following paragraphs highlights some of the trainings offered by Civil Service.

If you recall, you attended the New Employee Orientation when you were hired by the City. Of the various departments represented by speakers at the orientation, you received a brief overview of those departments' functions. For example, a representative from the Civil Service Board Office presented employees with information on the three major functions (Legislative, Administrative, Quasi-Judicial) of the Civil Service Board. However, this was just enough information to whet your educational appetite. You can fully satisfy your appetite by attending the training, ***"Civil Service Board Basics"*** to receive a detailed discussion of the Civil Service process as it relates to the three major functions of the Board. This training is composed of a question and answer session as well as group exercises to give participants a realistic view of the Board's functions and how employees benefit from those functions.

Are you a new employee? One of the biggest concerns new employees have is passing their probationary period. If this is your concern or you know of someone who shares this same concern, how about attending the training entitled, ***"The Probationary Employee."*** This training is tailored to provide employees with a complete, detailed overview of Civil Service Rule 9 as it relates to probationary employees (*i.e., length of probation, your rights as a probationary employee, dismissal during probation, etc.*)

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We're on the web!
http://citynet/Civil_Service

Mission/Vision

To ensure that City employees in the classified service are hired, promoted, and retained based upon merit, efficiency, character, and industry and not political patronage, the Civil Service Board will enforce the principles of a merit-based system of employment.

We are the "Watchdog" for the fair and consistent application of Civil Service Rules and Regulations for the benefit of City of Miami employees, administration, and residents.



We are the Watchdog



What do you do if you receive discipline? Preparation is the key to almost any endeavor. So rather than wonder what to do should you receive discipline, it would be a good idea to attend the training entitled, "**The Disciplinary Process**". You will learn about the various types of discipline, which type of employees can appeal disciplinary actions before the Board, how appeal hearings are conducted, etc. Knowing what to do ahead of time can eliminate undue stress and save precious time to be used on other important things.

Have you ever felt you were treated unfairly on the job? If so, what do you do? Attending the training, "**Grievances and Abuses**" is an excellent choice to answer all of your questions. This training covers three types of grievances (i.e., Abuse of Power, Whistle-blower, and grievance claims), as well as who can make such claims, and the process for requesting these type hearings.

Periodically, we offer "Civil Service Board Elections", to provide you with information concerning the process by which we obtain the two elected members of the Board.

The Civil Service System is merit-based and designed to ensure that employees are hired, retained, and promoted on the basis of what they know and not who they know. Therefore, the goal of the Civil Service Office staff is to educate employees about the Civil Service System through these trainings. We are confident that with the knowledge you receive from these trainings, you will see an improved version of yourself.

Hope to see you at the next training offered by the Civil Service Board Office.

CALENDAR

The City of Miami Civil Service Board currently meets every other Tuesday at 10:00am, in the City Hall Commission Chambers, unless otherwise noticed. Workshops are held in the 1st Floor Training Room at the Miami Riverside Center.

Our upcoming schedule is as follows:

- June 7, 2016, 10am - Civil Service Board Meeting
- June 21, 2016, 10am - Civil Service Board Meeting
- July 5, 2016, 10am - Civil Service Board Meeting
- July 7, 2016, 10a & 2p - Workshop: *The Disciplinary Process*
- July 19, 2016, 10am - Civil Service Board Meeting
- August 2, 2016, 10am - Civil Service Board Meeting
- August 3, 2016, 10am - Workshop: *Civil Service Board Basics*
- August 16, 2016, 10am - Civil Service Board Meeting
- August 30, 2016, 10am - Civil Service Board Meeting