

# CITY OF MIAMI CIVIL SERVICE BOARD



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## Read All About Us

### CIVIL SERVICE BOARD WORKSHOPS AND TRAININGS



The Office of the Civil Service Board 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 highlight some of the trainings offered by Civil Service.

If you recall, you probably attended the New Employee Orientation when you were hired by the City. Various departments represented by speakers at the orientation, provided 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. Our goal is to keep employees informed of the Civil Service Board Rules and Regulations by attending the trainings.

Attending "*Civil Service Board Basics*" provides a detailed discussion of the Civil Service process as it relates to the three major functions of the Board. This workshop includes 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 workshop entitled, "*The Probationary Employee.*" This workshop is tailored to provide employees with a complete, detailed review 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.*)

## CITY OF MIAMI CIVIL SERVICE BOARD

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**We're on the web!**  
[http://citynet/Civil\\_Service](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 workshop 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., Investigations, Whistleblower, and Grievance claims), as well as who can make such claims, and the process for requesting these type hearings.

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:

- February 5, 2019, 10am - Regular Civil Service Board Meeting
- February 13, 2019, 10am - Workshop: *The Probationary Process*
- February 19, 2019, 10am - Regular Civil Service Board Meeting
- March 5, 2019, 10am - Regular Civil Service Board Meeting
- March 18, 2019, 9am - Special Civil Service Board Meeting
- March 19, 2019, 9am - Regular Civil Service Board Meeting