

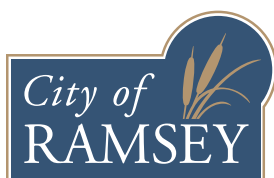
City of Ramsey Career Development Program



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The project on which this report is based was completed in collaboration with the City of Ramsey as part of the 2017–2018 Resilient Communities Project (RCP) partnership. RCP is a program at the University of Minnesota’s Center for Urban and Regional Affairs (CURA) that connects University faculty and students with Minnesota communities to address strategic projects that advance local resilience and sustainability.

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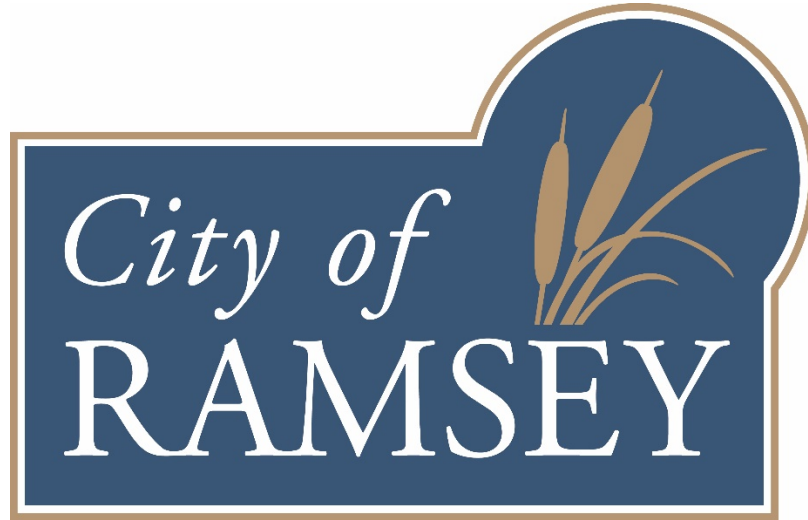
This publication may be available in alternate formats upon request.

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Career Development Program

Introduction

The City Council, City Administration, and Union are committed to formulating a career development program to encourage continued education and skill development within their public works department.

Our goal is to continuously improve the services we deliver to the citizens of the community, and this continuous improvement is dependent on the development of our employees. The City of Ramsey is committed to a career development program that provides employee training and education that will enhance individual effectiveness in performance of job duties and career satisfaction.

Entry into Program

The currently proposed program added three (3) levels beyond the current step program and is intended to recognize effort above and beyond years of service. Each level will have a set of advancement criteria and an associated pay increase. As employees advance through the levels they will be able to increase their wages beyond what is currently available under the existing step process.

The number of employees who may join the program will be dependent on approval from their supervisor and/or the Public Works Superintendent. Decisions will be made based on available funding, seniority level, and the needs of the department.

Employee Evaluation and Level Progression

Once in the program, employees will be evaluated on an annual basis, on the date of entry into the program. Employees will be evaluated on _____.

**It should be noted that employees who do not perform up to the set standards of their present level can be moved down, but only after they are given time to improve performance. Their direct supervisor will be responsible for informing them of any improvement.

Each employee is responsible for initiating his or her progress to the next level by submitting a written application to management. Once formal application is made, the following actions will take place:

- 1) The employee and management will meet to establish a personal development plan.
- 2) Once development plan is established, a series of check-ins (2-4 minimum) over the projected time of plan is required. The purpose of these check-ins will be to set goals and review progress to ensure steady progress of personal development.
- 3) Completion times may be adjusted by mutual agreement.
- 4) Employee is responsible for completing the documentation (forms provided by management) regarding training and education required for advancement to each level.

Training / Education Reimbursement

The City encourages its employees to participate in development especially education or training which enhances job performance. To support participation and help advancement within the Career Development Program, the City provides reimbursement to employees for educational or training expenses as outlined below.

The City of Ramsey will make every effort to provide financial resources to allow for employees to participate in training opportunities during established working hours and educational opportunities during “personal time”. This will include reimbursement to employees for:

- Tuition and training costs
- Fees for License(s) and Certificate(s)
- Books and classroom supplies

The City will reimburse union employees attending job-related courses 100% of the cost incurred by the employees for payment of tuition, fees, and textbooks required for such courses, provided the following conditions are met:

- Course has been pre-approved by supervisor and/or superintendent prior to registration or participation in the course.
- Employee attains grade of “C” or better in the course. In those cases where grades are not assigned, employee must show proof of satisfactory completion.
- Employee has submitted written critique of the course, state value of the training to their position.
- Attendance of employee in course is satisfactory.
- Employee may not receive additional compensation or reimbursement for courses paid by other Federal or State grants or funds.
- Budgeting funding is available for attendance for that employee.

The City will budge annually for education and training. Funds will be distributed equally until _____(date)_____ of each year. At this time each employee must submit for their schooling needs. These funds will be allocated based on seniority and individual requirements.

Advancement Criteria

Parks Department

Parks Maintenance Worker II:

- Minimum Requirements
 - Step 6-upon anniversary date or thereafter
 - Written request to the program
- One (1) of the following:
 - Turf pathology course (3 hours)
 - Pesticide Applicator License (Test only)
- Plus one (1) of the following:
 - Tree Inspector Certification (6 hours) plus one Urban Forestry Course (Varies)
 - Turf Grass Science Certification (12 hours)

Parks Maintenance Worker III:

- Minimum requirements:
 - Level II for 1 year
 - Remain current on continuing education requirements
- Two (2) of the following:
 - Urban Forestry Course (equal to 16 hours)
 - Irrigation Technician Certificate (16 hours)
 - Playground Safety Certificate

Parks Maintenance Worker IV

- Public Works Certificate from North Hennepin Community College (20 credits)

Streets Department

Streets Maintenance Worker II:

- Minimum Requirements:
 - Step 6-upon anniversary date or thereafter
 - Written request to the program
- Sign Maintenance and Management Training (on line course)
- Plus one (1) of the following:
 - Pesticide Applicator License (Test only)
 - Asphalt Pavement Maintenance and Preservation Workshop Certificate (6 hours)

Streets Maintenance Worker III:

- Minimum requirements:
 - Level II for 1 year
 - Remain current on continuing education requirements
- Roads Scholar Certification
- Winter Maintenance Supervisor Certificate Workshop (1 day workshop sponsored by APWA)

Streets Maintenance Worker IV

- Public Works Certificate from North Hennepin Community College (20 credits)

Utilities Department

Utilities Maintenance Worker II:

- Minimum Requirements:
 - Step 6-upon anniversary date or thereafter
 - Written request to the program
 - Class SD Sewer operator for 1 year
 - Class D Water license and experience for 3 years
- Obtain Class C Water license
- Obtain Class SC Water license
- Maintain continuing education requirements

Utilities Maintenance Worker III:

- Minimum requirements:
 - Level II for 1 year
- Remain current on continuing education requirements
- Obtain Class B Water license (requires 6 years' experience or equivalent education plus 2 years' experience)

Utilities Maintenance Worker IV:

- Minimum requirements:
 - Level III for 1 year
 - Remain current on continuing education requirements
- Public Works Certificate from North Hennepin Community College (20 credits)

Mechanics

Mechanic II:

- Minimum Requirements:
 - Step 6-upon anniversary date or thereafter
 - Written request to the program
 - 4 of 16 Automotive Service Excellence (ASE) certifications (any combination of Cars and Light Trucks or Medium-Heavy Truck)

Mechanic III:

- Minimum requirements:
 - Level II for 1 year
 - Remain current on continuing education requirements
 - 8 of 16 ASE certifications (any combination of Cars and Light Trucks or Medium-Heavy Truck)
 - Commercial Vehicle Inspection certification (8 hours, with recertification requirements)

Mechanic IV:

- Minimum requirements:
 - Level III for 1 year
- Maintain continuing education requirements
- One (1) of the following:
 - Master Technician Status in Automobile or Medium-Heavy Truck, or
 - Public Works Certificate from North Hennepin Community College (20 credits)

Building Maintenance Department

Building Maintenance Worker II:

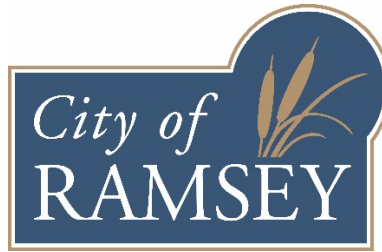
- Minimum Requirements:
 - Step 6-upon anniversary date or thereafter
 - Written request to the program
 - Special Boiler license for 1 year
- Obtain Second (2nd) Class boiler license
- One (1) of the following:
 - HVAC Coursework (Hennepin Tech, 1-3 credits)
 - Building Systems course
 - Hennepin Tech ARCH 1345 (3 credits)
 - Johnson Controls building automation training
 - Facility management online training
 - Cemetery operation (online, 2 credits)

Building Maintenance Worker III:

- Minimum requirements:
 - Level II for 1 year
 - Maintain continuing education requirements
 - Second (2nd) Class boiler license for 1 year
- Obtain First (1st) Class boiler license
- One (1) of the following:
 - HVAC Coursework (Hennepin Tech, 1-3 credits)
 - Building Systems course
 - Hennepin Tech ARCH 1345 (3 credits)
 - Johnson Controls building automation training
 - Facilities management online training course
 - Cemetery operation (online, 2 credits)

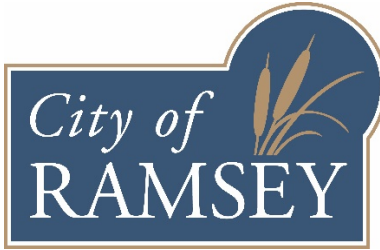
Building maintenance Worker IV:

- Minimum requirements:
 - Level III for 1 year
 - Maintain continuing education requirements
- Obtain chief engineer boilers license
- Building systems course



Career Development Forms

- Application for Advancement (employee).....Page 14
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- Level Progression (supervisor & superintendent).....Page 17
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- Development Activities Completed.....Page 19



CAREER DEVELOPMENT PROGRAM
APPLICATION FOR ADVANCEMENT

I, _____, hereby submit my formal request to begin meeting requirements for
(type or print name)
advancement within the Career Development Program to attain:

LEVEL (circle one): II III IV

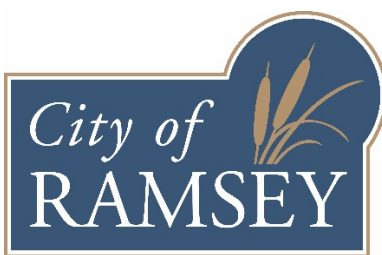
For the department of (check only one):

- Mechanics
- Parks
- Streets
- Utilities
- Building Maintenance

I have successfully met all of the requirements of the previous level. I will meet with my immediate supervisor to determine which requirements need to be met for my next advancement. I will periodically meet with my supervisor to ensure steady progress.

Signature: _____ Date submitted: _____

Notes/Comments	<p>2 PERSON APPROVAL</p> <p>_____</p> <p>(SUPERVISOR SIGNATURE)</p> <p>_____</p> <p>(PUBLIC WORKS SUPERINTENDENT)</p> <p>Dated: _____</p>
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Level Advancement Checklist

Employee Name _____ Department _____

Completed by (circle one): EMPLOYEE SUPERVISOR

CHECKLIST APPLIES TO LEVEL (circle one): II III IV

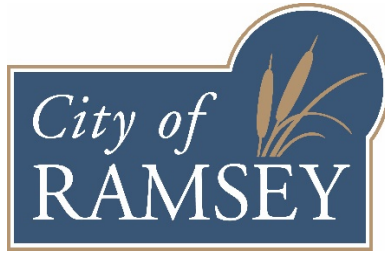
- | | | |
|----------------------------------|-----|----|
| 1. Requirement _____ completed: | YES | NO |
| 2. Requirement _____ completed: | YES | NO |
| 3. Requirement _____ completed: | YES | NO |
| 4. Requirement _____ completed: | YES | NO |
| 5. Requirement _____ completed: | YES | NO |
| 6. Requirement _____ completed: | YES | NO |
| 7. Requirement _____ completed: | YES | NO |
| 8. Requirement _____ completed: | YES | NO |
| 9. Requirement _____ completed: | YES | NO |
| 10. Requirement _____ completed: | YES | NO |

Employee still meets requirements of previous level? YES NO

Comments: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Career Development Progress Report

Employee Name: _____

Date: _____

Meeting: 1 2 3 4

Date: _____

Development goals met:

Changes to development plan:

Training/activities yet to be completed:

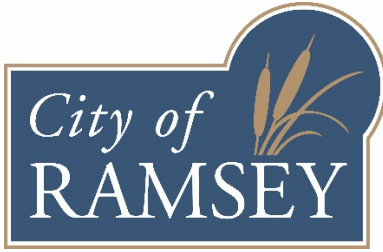
Current and previous step requirements:

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



Level Movement (to be filled out by supervisor)

Employee Name: _____ Department: _____

Supervisor Name: _____

Current Level Status: II III IV

Level for which employee is being considered: II III IV

Recommendation: APPROVED NOT APPROVED

Effective date: _____

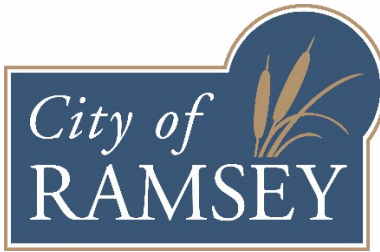
Comments:

Supervisor Signature: _____

Date: _____

Public Works Superintendent: _____

Date: _____



Public Works School Request

Employee Name: _____ Department: _____

Date of request: _____

School or Course to be attended (include name and description):

Do you need this course work to “level up” in the Career Development Program?: YES NO

Do you need this course work to maintain a current license or other level requirement?: YES NO

Which level are you currently at? II III IV

Cost of course work: _____

Time commitment of course work (Days, Hours, or Credits): _____

Date(s) of courses: _____

Is this course during working hours? YES NO

Deadline date for registration: _____

This course work is: APPROVED DENIED

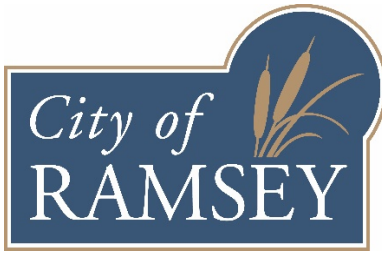
Reason: _____

Supervisor signature: _____ Superintendent signature: _____

Fill out after course work completed:

Date of completion: _____ Circle one: PASS / FAIL Letter grade: _____

Processed for payment: _____ Date employee reimbursed: _____



Development Activities Completed
(to be completed by employee)

Employee Name: _____ Department: _____

Training/Activity: _____

Explanation of what was done:

Why do you believe this meets the step requirements?

Leadership/supervision classes:

Other Classes:

CEU's

Hours:
