

CITY OF PENSACOLA Human Resources

Enhancements

- Employee Training Academy
- NEOGOV – Web-based Staffing Solution

Employee Training Program

“Pensacola Employee Training Academy”

Provide a Basic Knowledge of:

- City Organization
- Policies and Procedures
- Laws and Regulations
- Develop Professional and Technical Skills

Multi- Level Curriculum

Level I City Core Basic – Courses are recommended for all city employees to complete within two years of employment to achieve this level.

New Employee Orientation (Human Resources)

Harassment and Discrimination (Outside Vendor)

City Policies and Procedures (Human Resources)

Ethics and Standards of Conduct (Human Resources/Outside Vendor)

Drug Free Workplace Policy (City Clinic & Human Resources)

Bloodborne Pathogen (City Clinic)*

First Aid (City Clinic)*

*Required only for safety sensitive positions

Multi- Level Curriculum

Level II City Intermediate – Specialized policy and skill courses; Recommended for all employees, especially supervisors. An employee must complete at least three courses within five years of employment to achieve this level.

- Customer Satisfaction (Outside Vendor)
- Progressive Discipline (Human Resources)
- Valuing Diversity (Outside Vendor)
- Supervisory Training (Outside Vendor)
- Wellness “Lunch & Learns” (City Clinic)
- Payroll Policies and Practices (Human Resources)
- Workplace Violence (Outside Vendor)

Multi- Level Curriculum

Level III City Advanced – Specialized and technical managerial job specific courses; Recommended for employees in supervisory and managerial positions. Employees must complete four courses within ten years of employment to achieve this level. These courses would be available from outside sources such as webinars, conferences, and seminars.

Public Speaking

Achieving and Setting Goals

Managing Multiple Priorities

Conducting Effective Meetings

Legal Issues in Workplace

Grant Writing

Time Management

Teambuilding

Leadership

BENEFITS

- Improvement in quality and quantity of work
- Provide the knowledge and skills for employees to reach exceptional standards of performance
- Create a team player attitude, community loyalty, personal pride and spirit of cooperation
- Assist employees in their personal development and professional advancement
- Provide the employee with skills to respond to changing customer demand
- Limits City's Liability Risk



NEOGOV

- Workforce Staffing Solution
 - Automates staffing process from requisition to hiring
 - Designed for public sector

- Hosted, Internet-Based Solution
 - All data is hosted and maintained on NEOGOV servers
 - Eliminates outdated systems problems
 - Easy access for users – both internally and externally

NEOGOV BENEFITS

- Apply online
- Notifications made electronically
- Electronic exam scheduling
- Automates process of initial screening of qualifications
- Provides for examination scoring and statistical analyses
- Eligible lists are certified electronically
- Selections made and letters to applicants generated

