Supervisor’s Guide to Developing Employee Career Plans

Part 1

Grace Balch
Principal Consultant
UCSD Staff Education & Development

Agenda
Part One

- Trends at UCSD
- Professional development policy:
  - Job-related, career-related, and educational enrichment distinctions
  - Proposed system-wide policy changes
  - Number of recommended hours
- Resources: Professional Development: A Resource for You
  - Certificate Programs
  - Curricula
  - Training Advisor at a Glance
- Self-Study Options
  - Video & CD-ROM Library
  - Web-based training
- Professional Organizations and External Vendors (handout)
Agenda
Part Two

- Policy and Contracts (continued)
- Affirmative Action
- Good Faith Efforts
- Sources of Training
- Developing a Plan
- Resources
- Transferable Skills
- Career Tracks

Professional Development

- trends
- realities
- policy
- resources
- self-study
- additional resources
Trends at UCSD 2005

- Nursing
- Development/fundraising
- Programmer analysts
- Assistants through analysts
- Staff research associates

What Holds Applicants Back?

- A degree!
- Computer skills (commercial and campus)
- Supervisory experience
- Contract and grant admin
- Budget or financial experience

How can you get this experience?
Realities

- Primary responsibility for professional development rests with ...
## Realities

<table>
<thead>
<tr>
<th>Reclass</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on objective changes in the <strong>position</strong></td>
<td>May be based on the perception that a <strong>person</strong> deserves the promotion</td>
</tr>
<tr>
<td>Based on needs of the organization</td>
<td>Based on favorable impression</td>
</tr>
<tr>
<td>Based on % of the job at the higher level</td>
<td>May create favoritism</td>
</tr>
<tr>
<td>Depends on change of scope or level of responsibility</td>
<td>Often creates inequities</td>
</tr>
<tr>
<td>Not based on volume of work</td>
<td>May be subjective</td>
</tr>
<tr>
<td>Requires justification</td>
<td>Management has discretion to promote</td>
</tr>
<tr>
<td>Requires HR review</td>
<td><strong>Not</strong> used in the university</td>
</tr>
<tr>
<td>May need union review</td>
<td></td>
</tr>
</tbody>
</table>

## Policies and CUE Contract

- **Permission**
  - Must be granted ahead of time by the university

- **Employee**
  - No longer on probation
  - Performance is at least “solid” (satisfactory)
## Considerations

<table>
<thead>
<tr>
<th>Job-related (required)</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Job-related (elective)</td>
<td>Workload</td>
</tr>
<tr>
<td>Job-related (certificates)</td>
<td>Equity</td>
</tr>
<tr>
<td>Career-related</td>
<td>Relative value of requested opportunity</td>
</tr>
<tr>
<td>Educational enrichment</td>
<td>Likelihood of success</td>
</tr>
<tr>
<td></td>
<td>Credibility of the source</td>
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## Policy

### Professional Development Hours

At the discretion of the university, non-probationary employees are eligible for (but not guaranteed) release time for professional development:

- **CUE**: up to 24 hours of paid release time for job related training per year
- **UCSD PPSM**: 3% of total working hours, e.g. exempt (c.7 workdays), non-exempt (c.5 hours per month)
- **UC PPSM (proposed)**: exempt (10 workdays), non-exempt (80 hours)

Management has the discretion to grant more - or less - time
### Resources Tools

#### Search Blink for these tools:
- Online Job Description Library
- Title and Pay Information
- Total Compensation Calculator

### Resources Educational Benefits

#### General Catalog
- Career employees who have completed their probationary period and work 50% or more are eligible to receive a 66% discount on full-time education and registration fees at UCSD or any other UC campus for up to three courses or nine units per quarter, whichever provides the greater benefit.

#### Extension
- Career employees and their spouses or domestic partners receive a 10% discount (up to $50 per quarter) on most UCSD Extension courses with fees of $75 or more. You do not have to complete your probationary period to receive this discount. **TJAC Form**
Resources

Enrollment Central

- Adobe Acrobat
- Budgeting 101A&B
- Computer Security Basics (online)
- Evaluating Your Computer Workstation for Comfort and Productivity (online)
- Sexual Harassment Prevention: The Supervisor's Survival Guide
- Special Event Planning: How to Plan a Picture-Perfect Event

Resources

UCSD Staff Education and Development

- Continuing Your Education
- Professional Development: A Resource for You
  - Certificate Programs
  - Curricula
  - Training Advisor at a Glance
Self-Study Options
UCSD Staff Education and Development

- Video & CD-ROM Library

- UCSD Web-based Training
  - Web-based tutorials
  - [http://cbt.ucsd.edu](http://cbt.ucsd.edu)
  - Coming Soon: ElementK

Additional Resources

- Management Skills Assessment Program
- Middle Management Advance
- Administrative Professionals Program
- Professional Organizations
- External Vendors
  - [Edu-Directory.org](http://Edu-Directory.org)
Part 2

Paula Doss
Director
Equal Opportunity/Staff Affirmative Action