



**Kind.Committed.Smart**

## Individual Career Development Plan Human Resources Department

Council Presentation  
October 19, 2022

Submitted at Meeting  
Date: 10/19/22 Item: 91  
By Staff



# Thematic Goal



## THEMATIC GOAL

**By December 2022, the city will enhance employee development opportunities to foster the growth of city employees.**

## DEFINING OBJECTIVES

- 1 Create a culture, through continuous learning, where employees become well rounded and comfortable in a dynamic work environment.
- 2 Cultivate internal talent to meet the future needs of the organization.
- 3 In conjunction with city departments, conduct a targeted analysis of the department's workforce to compare the current needs to the future needs.

## OPERATIONAL PLAN

- 1 Develop Individual Career Development Plans (ICDP) for employees seeking to create a personalized plan to narrow the knowledge and skills gap.
- 2 Departments identify key positions for the next 5 years to support the city's long-term strategic goals. Work to establish and implement a process for determining how the current work is completed and how it will most likely be completed in the future.
- 3 Work with departments to increase employee access/insight to various employee development programs including SEAL and Supervisor School.

AS A REMINDER, A THEMATIC GOAL ANSWERS THE QUESTION, "WHAT IS MOST IMPORTANT RIGHT NOW?"

01-01-22

# Individual Career Development Plans

## **Track #1- Career Development/Planning**

- This is a highly individualized career development program which will assist in determining what your next career goal should be and how to become qualified in any skillset you do not currently have

## **Track #2 – Organizational Enhancement**

- The employee will gain additional knowledge, skills and abilities to meet and exceed the organizations mission, goals and objectives





# Program Components

- Step 1: Initial Meeting- Meet With HR Administrator to discuss career goals and opportunities for next steps
- Step 2: Assessment – Complete Assessment to determine career opportunities
- Step 3: Discuss employee strengths, areas for improvement, discuss interests, goals, and organizational requirements.
- Step 4: Prepare Individual Career Development Plan – Employee, in consultation with Human Resources, completes plan for individual development.
- Step 5: Implement Plan – Employee pursues training and development identified in plan.
- Step 6: Evaluate Outcomes – Human Resources/employee evaluate usefulness of training and development experiences.



# Progress since February 2022

- **44 department/division level meetings conducted and 1139 employees reached**
  - Met with CMO, TEFO, O & M, DPS, EUD (Parking Services), MC, WPCF, CAO (Civil), Finance, OCA, B & S, Gov Affairs, P & R, Fire, Planning, YDSI, and HR, EUD (Business Dev.)
- **172 participants currently in the ICDP Program**
  - On average the participants will meet approximately 4 times, which means there have been approximately 668 individual meetings
- *20 employees received a promotion/secured desired position following their ICDP*





July 20, 2022



# Survey Results

Q1 - To what extent do you feel the ICDP program has prepared you for the next stage of your career?

#	Answer	%	Count
5	Strongly Agree	51.28%	20
4	Somewhat Agree	30.77%	12
3	Neither agree nor disagree	10.26%	4
2	Somewhat Disagree	2.56%	1
1	Strongly Disagree	5.13%	2
	Total	100%	39



# Survey Results

Q2 - Which of the following services have you utilized as a part of the ICDP program? Select all that apply.

#	Answer	%	Count
4	Career Interest Assessment	44.44%	36
3	Skills Assessment	27.16%	22
2	Resume Writing	14.81%	12
1	Interview Preparation	13.58%	11
	Total	100%	





# Survey Results

Q3 - Have you achieved your desired career goal since joining the ICDP program?

#	Answer	%	Count
2	Yes	23.08%	9
1	No	76.92%	30
	Total	100%	39



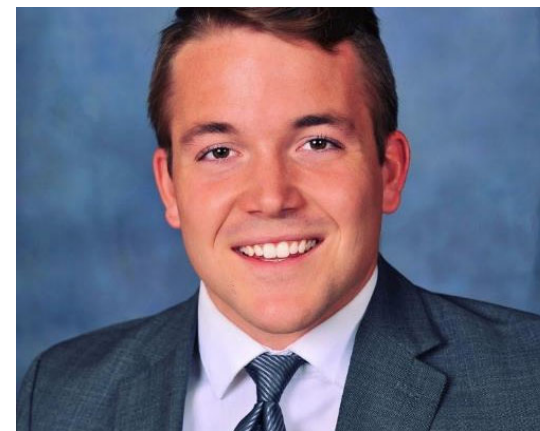
# Survey Results

Q4 - To what extent do you agree with the following statement? The City of Las Vegas fosters growth among its employees.

#	Answer	%	Count
5	Strongly Agree	50.00%	19
4	Somewhat Agree	31.58%	12
3	Neither agree nor disagree	7.89%	3
2	Somewhat Disagree	5.27%	2
1	Strongly Disagree	5.26%	2
	Total	100%	38



# Employee Testimonials



## Socrates Cherry Code Enforcement Officer

*The program has helped me with my confidence when it comes to interviewing. I would always get so nervous. But after meeting with the HR Team, I was able to really shine in my interview. And I have been promoted to a Code Enforcement Officer*



## Lucy Clark Court Clerk

*This has been an amazing program for me and it has definitely boosted my confidence in what I am capable of and what my options are as my career grows with the city.*





## *Braydon Heier Financial Analyst*

*It has been a great experience. I have felt supported and encouraged by the HR Staff. This is a great program offered by the city to build capacity and promote internal growth. I can only see positive effects coming from the continued growth of this program.*



# Moving Forward...

- Staying Connected
- Department Outreach
- Employee Testimonials
- Connecting Employees
  - Virtual Job Shadowing



# Questions?



*Questions are the path to learning*





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