

April 5, 2013

TO: Commissioners and Alternates
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SUBJECT: Staff Report and Recommendation on Contract for Supervisory Training
(For Commission consideration on April 18, 2013)

Summary and Recommendations

The staff recommends that the Commission authorize the Executive Director to enter into a contract with Cooperative Personnel Services (doing business as CPS HR Consulting), for an amount not to exceed \$9,500 to provide supervisory training to staff. The staff further recommends that the Commission authorize the Executive Director to amend the contract as necessary, including revising the amount or duration of the agreement, so long as the amendment does not involve substantial changes in the services provided.

Staff Report

BCDC is committed to increasing the investment in and development of its employees. BCDC managers and supervisors play a critical role in achieving BCDC's mission. All BCDC managers and supervisors must receive continuous training in the areas of the State's personnel management process and key leadership competencies.

BCDC staff proposes to contract with Cooperative Personnel Services, doing business as CPS HR Consulting (a joint powers agreement public agency), which can provide a customized 40-hour (5 days) instructor-led supervisory training course for up to 15 BCDC employees in a location convenient to the Commission's offices. Some of the topics to be covered in the supervisory training are: overview of the supervisor's role, competencies, communication skills, hiring, orientation for new employees, staff development, performance appraisals, conflict styles - learning to negotiate collaboratively, problem solving, motivation, leadership, change management, stress management, diversity and workforce and succession planning.

Additionally, BCDC is required by Government Code Section 19995.4 to provide supervisorial employee training to employees with supervisorial responsibilities. The content of this training course meets the criteria as outlined in Government Code 19995.4 (b) and the course has been certified by the California Department of Human Resources (CalHR).

BCDC is committed to provide continued education for our most valued resource – our employees. Therefore, staff recommends that the Commission authorize the Executive Director to enter into a contract with CPS HR Consulting for an amount not to exceed \$9,500 to provide supervisory training.

