



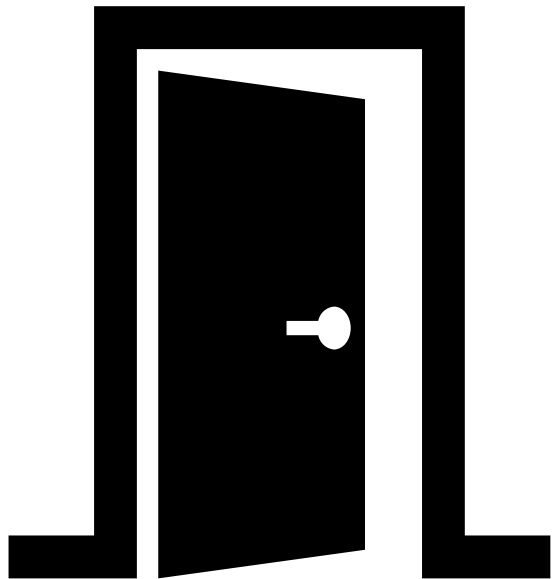
DPH CAREER ADVANCEMENT RESOURCES

BETSY GRAN

DPH HUMAN RESOURCES PEOPLE DEVELOPMENT TEAM

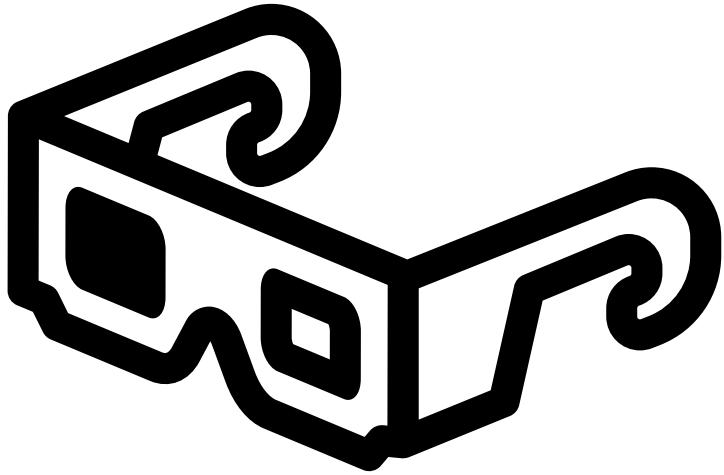


WELCOME AND INTRODUCTIONS



- Who's in the room?
- Raise a virtual or real-life hand

WHO AM I? (APART FROM A NICE LADY WITH GLASSES)



- Betsy Gran, L&D Coordinator
- Trainer, Facilitator, Coach
- Webinars, videos, in-person trainings, 1:1 coaching

WHAT WILL WE COVER TODAY?

1. COMPLEX
SYSTEMS

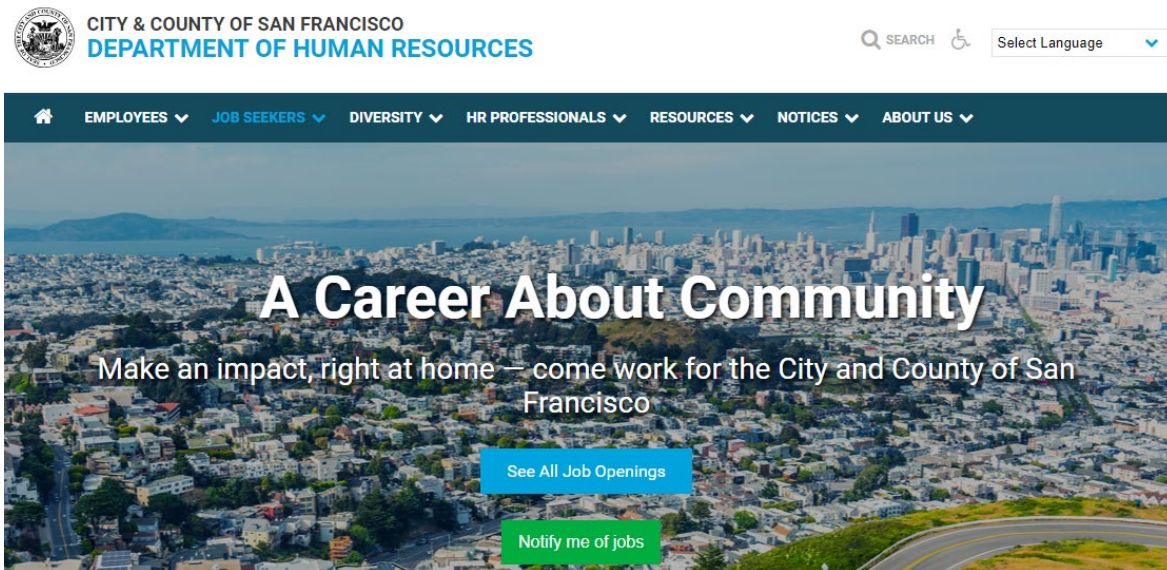
2. APPLICATION
TIPS

3. RESOURCES

I. COMPLEX SYSTEMS

- CIVIL SERVICE jobs are...SPECIAL
- BREATHE – we will navigate this together
- Bound by civil service rules
- Deliberate, defensible processes
- PAST performance (not FUTURE potential)
- DON'T GIVE UP*

I. COMPLEX SYSTEMS: WHAT YOU CAN DO



- Resubmit ALL notifications
- Create a Smart Profile
- Learn about options and resources
- ASK QUESTIONS to get what you need
- DON'T GIVE UP*

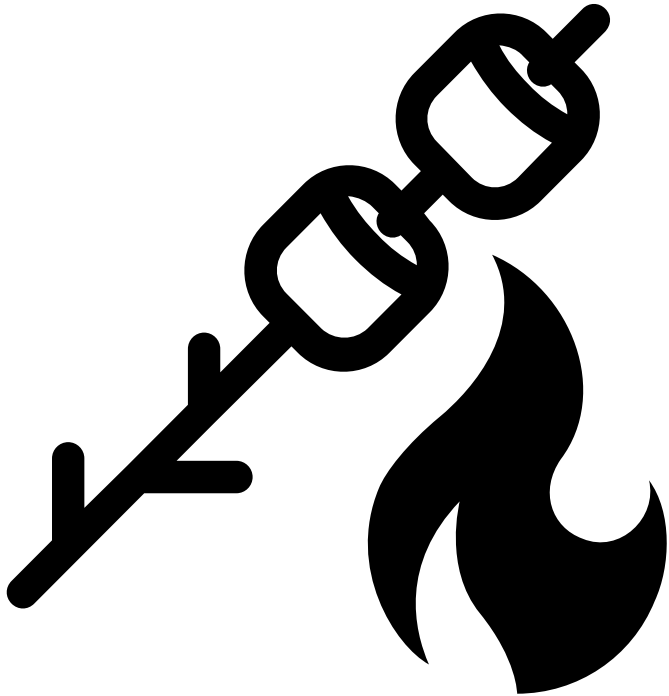
2. APPLICATION TIPS

NOW THAT YOU'VE UPLOADED YOUR RESUME,
PLEASE INPUT YOUR ENTIRE WORK HISTORY



- Employment history:
 - Tell HR clearly how you meet MQs
 - **PAST, VERIFIABLE EXPERIENCE** that meets job qualifications

2. SPEAK “HR” AND SIZZLE!



- Use HR’s “language” from MQs
- Add details
(who/what/where/when/how many/how much)
- MQs + WH-questions = **SIZZLIN’** APPLICATION


A TOOL? TELL ME MORE

MQs + WH- words = **SIZZLE**

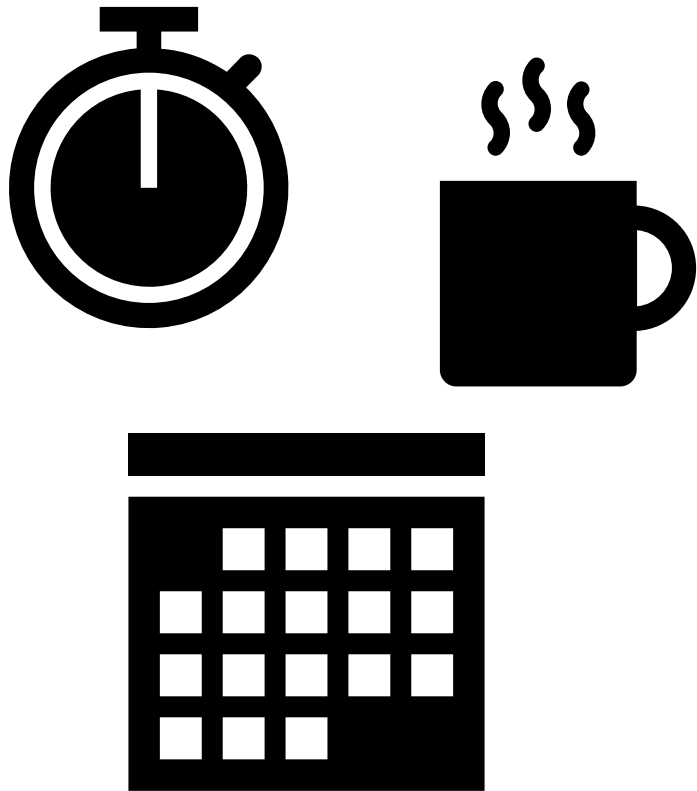
1. **CHECK MQs/KSAs:** how does HR describe the work you've done?
2. **ASK YOURSELF ANY AND ALL OF THESE QUESTIONS:**
 - a. **What** did you do? (*details about your work with specifics that meet the MQs, KSAs*)
 - b. **Who** did you serve? (*race, age, gender, language, etc*)
 - c. **How many?** (*how big was the budget you managed? How many people did you serve each year? How many schools/orgs did you present at?*)
 - d. **How?** (*in person, online, administrative support of others and/or you doing the actual client-facing work?*)
 - e. **Where?** (*did you work in SF? what neighborhood/neighborhoods?*)
 - f. **Why?** (*what was your organization's goal? target community or desired community impact?*)
3. **WRITE A DETAILED AND CLEAR STATEMENT INTEGRATING STEPS ONE AND TWO**

BUT...I SIMPLY CANNOT BEAR IT



- Use what's useful
- Find a friend
- Find a coach
- Find a strong beverage 

TAKE TIME FOR T-M-I (TOO MUCH INFO)



- More is MORE
- Quality AND quantity counts
- HR will only know what you tell them
- Give yourself time to **SIZZLE**

3. RESOURCES

- DHR Trainings and webinars
- DPH HR People Development Team
 - Monthly and bimonthly webinars
 - Exams, Interviews, Work History, general advancement – and more!
 - Youtube channel with 5-minute videos
 - More to come!
- SEIU – ask SEIU to provide MORE member-specific trainings
- ASK QUESTIONS to get what you need – DON'T GIVE UP*

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**QUESTIONS?
ADDITIONS?
SOMETHING I MISSED?**