

# management **talent** exchange **program**

## LEADERS...

consider hosting and sending 2019 MTEP Participants

## PROGRAM AT-A-GLANCE

**September - December 2019**

Three month agency swap for "star performers" looking to develop, stretch, and take that next step in their careers. Participants passing the application process will be placed in a host agency for three months with special projects to complete.

## BENEFITS OF BEING A HOST AGENCY

(1) completing small projects you can't get to (2) getting an outside perspective on your work (3) share your organization's story (4) demonstrates that your agency values leadership and development opportunities (5) foster regional talent

## BENEFITS FOR BEING A HOME AGENCY

(1) adds a succession planning initiative (2) provides staff with development opportunities via the exchange and backfills (3) promotes employee engagement (4) demonstrates that your agency values leadership and development opportunities

## COMMITMENT

### Home & Host Agency

-\$1,000

### Host Agency Representative

- Prepare assignment & workspace
- Coach participant
- Attend program kick off (August)
- Attend program graduation (December)

### Home Agency Representative

- Attend program graduation (December)

## PROCESS

Host Agency Executives: Submit a brief, online assignment description and manager contact info by May 2019

Home Agency Executives (those sending): Sign off on the applicant's recommendation form

## LEARN MORE

[info@discovermtep.org](mailto:info@discovermtep.org)  
[discovermtep.org](http://discovermtep.org)

or contact Felicia Flores  
[fgflores@smcgov.org](mailto:fgflores@smcgov.org) | (650) 363-4386



**FLIP THE PAGE FOR A LIST OF  
PREVIOUS MTEP ASSIGNMENTS**

# PREVIOUS MTEP PROJECTS

## HUMAN RESOURCES

- Workforce Planning
- Program (engagement, wellness, safety, injury prevention, onboarding, recruiting) development
- Revision/updating of personnel rules & open enrollment benefits process
- Assist with labor/union negotiations and training initiatives

## PARKS & RECREATION

- Research best practices on parks operations & alternative methods to staffing parks
- Development a Strategic Plan & recommend strategy for long-term operations & maintenance of facilities
- Perform financial analysis on service fees, special funds, & operating budget
- Implement volunteer process

## COMMUNITY DEVELOPMENT

- Assist with single-family residential requirements and guidelines - (Housing programs)
- Review/revision of ordinances (tree protection, smoking, sidewalk, etc.)
- Develop marketing videos/media content related to programs and activities
- Apply newly developed quality of life metrics - (track & conduct analysis)

## PUBLIC WORKS

- Implement pilot for Public Works Maintenance Management System
- Assist with replacement of time card tracking system
- Create standardized electronic filing system
- Develop an area plan for a portion of the city that was recently annexed
- Community outreach regarding development plans

## CITY ADMINISTRATION

- High level budget and program review and analysis
- Develop an emergency and crisis communications plan
- Help set, evaluate, and measure performance measures
- Develop crisis communications plan
- Explore options for increased youth engagement
- Assist with economic and land use development - (Policy updates, outreach, marketing)
- Assist with community engagement activities
- Implement the city's social media outreach & marketing plan
- Policy, procedure, and grant writing
- Conduct climate change analysis
- Assist with Climate Action Plan implementation
- Revamp business license review and application process - (streamline among departments)
- Internal control study on cash receipts cycle
- Assist with finance and budget preparation
- Review and revise below market rate housing program