

**ADOPTED BY THE BOARD OF PUBLIC WORKS ON JUNE 20, 2007**

**TO ALL EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS**

**SUBJECT: IMPROVING THE QUALITY OF SUPERVISION IN PUBLIC WORKS**

The Board of Public Works recognizes that the Department's most valuable resource is its human workforce of competent and dedicated employees.

The Board also recognizes that the successful management of this resource requires skilled and knowledgeable supervisors. The City offers a variety of classes and resources to develop and improve the quality of their supervisory skills. These resources are available from a variety of sources, including:

- The Personnel Department, which offers supervisory training classes with a Citywide perspective.
- The Office of Management Employee Services (OMES), which conducts supervisory training classes with a department-wide perspective. OMES analysts also provide ongoing advisory services to supervisors and managers for specific issues and situations.
- Bureau training classes, which provide supervisory training specific to the Bureaus and the services they provide.
- Outside training classes and courses that can be utilized to supply special training needs not available through City resources.

Bureau managers are instructed to make use of available training resources to develop their supervisors' skills and knowledge and to improve the quality of supervision in the Department of Public Works.