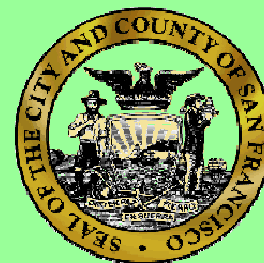


JOB TRANSITION SERVICES PROGRAM

INFORMATION SHEET

DEPARTMENT OF HUMAN RESOURCES
WORKFORCE DEVELOPMENT DIVISION



February 2010

Purpose

The purpose of the Job Transition Services Program (JTSP) is to provide professional assistance, guidance, counseling, and training to employees who are affected by the layoffs. JTSP seeks to ease the impact of these changes and to promote compassionate and effective transitions. These services are being provided by DHR, along with the counseling staff at City College of San Francisco (City College).

There are two targeted groups of employees for the JTSP:

- Group 1**— Employees who are transitioning to new jobs as a result of layoffs or displacements (bumping).
- Group 2**— Employees who are completely laid off or displaced from City service; no placement is available.

JTSP Services

There are 2 parts to the JTSP services— training workshops by DHR, and career counseling services provided by City College. Individuals may choose to participate in any or all of the following:

Group 1—13 hours of service

- ◆ Information & Orientation to JTSP Services
- ◆ Stress Management*
- ◆ Navigating Financial Change *
- ◆ How to Succeed in the New Job *
- ◆ Skills Assessment
- ◆ Resume Development
- ◆ Effective Communication & Interview Techniques
- ◆ Thriving in a New Work Environment

Group 2— 32 hours of service

- ◆ Information & Orientation to JTSP Services
- ◆ Stress Management*
- ◆ Navigating Financial Change *
- ◆ How to Succeed in the New Job *
- ◆ Career Transition in the New Economy (Part I & II)
- ◆ Transferable Skills
- ◆ Job Search Strategies
- ◆ Building a Winning Resume (Part I & II)
- ◆ Successful Interviewing Strategies

* Indicates a DHR Workshop

WORKSHOP

Information & Orientation to JTSP Services Session Runs 8:30 am—5 pm

February 16, 2010 **One South Van Ness Ave.,
2nd Floor, Atrium Rooms**

Morning Session:

- ◆ Civil Service Rules & Layoff Procedures
- ◆ City College Orientation to Services** & Sign-Up
- ◆ Information from the:
 - Office of Economic & Workforce Development
 - Employment Development Department
 - SF Labor Council
 - Health Service System

Afternoon Session:

- ◆ Retirement System
- ◆ Stress Management Workshop
- ◆ Navigating Financial Change Workshop
- ◆ How to Succeed in the New Job Workshop

** *City College Services include:* Skills Assessment—Resume Development—Job Search Strategies—Effective Communication—Interview Techniques—Individual Career Counseling Services

THERE IS NO CHARGE TO THE EMPLOYEE

To enroll in the JTSP, complete the form on the back of this information sheet.

Additional Resources for Affected Employees: EAP is located at 1145 Market St., Ste. 00. Office hours are 8:00 am - 5:00 pm, Monday - Friday. Drop-In appointments are available.



EAP Services

The Employee Assistance Program (EAP) offers free, confidential counseling services to City employees, family members and supervisors/managers.

The EAP also conducts stress debriefings for work groups.

Call for an appointment:
1-800-795-2351

JOBS NOW! is a program funded by President Obama's federal stimulus program. Through this program, the Human Services Agency will place individuals in a job and pay 100% of your wages from now through September 30, 2010.

Criteria:

- ♦ Must be a San Francisco resident
- ♦ Parent of a minor (even if you do live with that child)
- ♦ Proof of right to work
- ♦ Income in the past month is less than 200% of the Federal poverty level.

To learn more:

- ♦ Go to www.sfhsa.org
- ♦ Call **1-877-JOB1NOW (1-877-562-1669)**
- ♦ Send an email to JobsNow@sfgov.org

ADDITIONAL JTSP INFORMATION

Eligibility for Services: You must have received a layoff notice to be eligible for services through the JTSP. You do not have to wait until you are actually laid off to receive JTSP services.

Length of Services: You can receive services until you are employed or until you have reached the maximum number of service hours. Even after you leave City service, you are eligible

to receive services until you have exhausted the hours available to you.

Time Off for Services: Employees may request release time from their department to participate in the JTSP program.

THERE IS NO CHARGE TO THE EMPLOYEE

ENROLLMENT

Employees in Group 1 or Group 2: Complete the JTSP Services Form below.

Send/Fax/ or Email as a PDF the completed form(s):

Mail: DHR-WD

1 South Van Ness, 4th Fl.

Fax: 415 551-8959

Email: wd.dhr@sfgov.org

Once DHR receives your completed JTSP Form, a confirmation letter will be sent to you within 3 days regarding the workshop you will be attending.

To sign-up for the JTSP, complete this form. Fax to 415-551-8959 or send as PDF to wd.dhr@sfgov.org by Thursday, February 11, 2010.

I am interested in participating in the Job Transition Services Program on February 16, 2010.

Name: _____

Job Code: _____ Department: _____

Group 1 (laid off/remain employed by the City) OR Group 2 (leaving City service completely)

Mailing Address: _____

Work Phone: _____ Home Phone: _____

Personal Email: _____