



Succession Plan Update

City Council Winter Retreat

March 3-4, 2016

Presented by:

Jerome Post, SPRH, SHRM-SCP – Human Resources Director

Carmen A. Capezzuto – Project Manager

Strategic Plan – Goal #1

Financially Sound, High Performance City Organization

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 Strategic Plan

Strategic Plan offers residents a preview of Port St. Lucie's future

Updated: Jan. 8, 2016

Port St. Lucie's Strategic Plan was designed to guide city officials as they work toward the long-term success of the community.

The Plan envisions Port St. Lucie in 2030 as a "Safe; Beautiful; and Friendly City for All Ages," with "Great Neighborhoods; Top Quality Educational Opportunities for Lifelong Learning; a Diverse Local Economy and Jobs; Convenient Mobility Options; and Leisure Opportunities for an Active Life Style."

The [first Strategic Plan](#) was created through a series of meetings and workshops in 2013 and is updated yearly. The Plan is intended to define what is preferred for the city's future. It lists actions needed to ensure the City Council's shared vision becomes a reality.

Based on input from the City Manager, city department heads, employees and citizens, the Plan allows for new ideas and unforeseeable changes. It will be used as a guide for allocating resources and planning new projects in the city in the future.

- [See the Strategic Plan 2015-2020-2030](#)
- [Strategic Plan in Brief](#)
- [See the Executive Summary](#)

In March 2015, 60 residents worked together to lay out their ideas about updating the Strategic Plan. [See the results of that meeting](#)

Port St. Lucie 15...
 City of Port St. Lucie
 Strategic Plan

Watch video "PSL's 15-year Strategic Plan Overview"
 4 minutes, 10 seconds

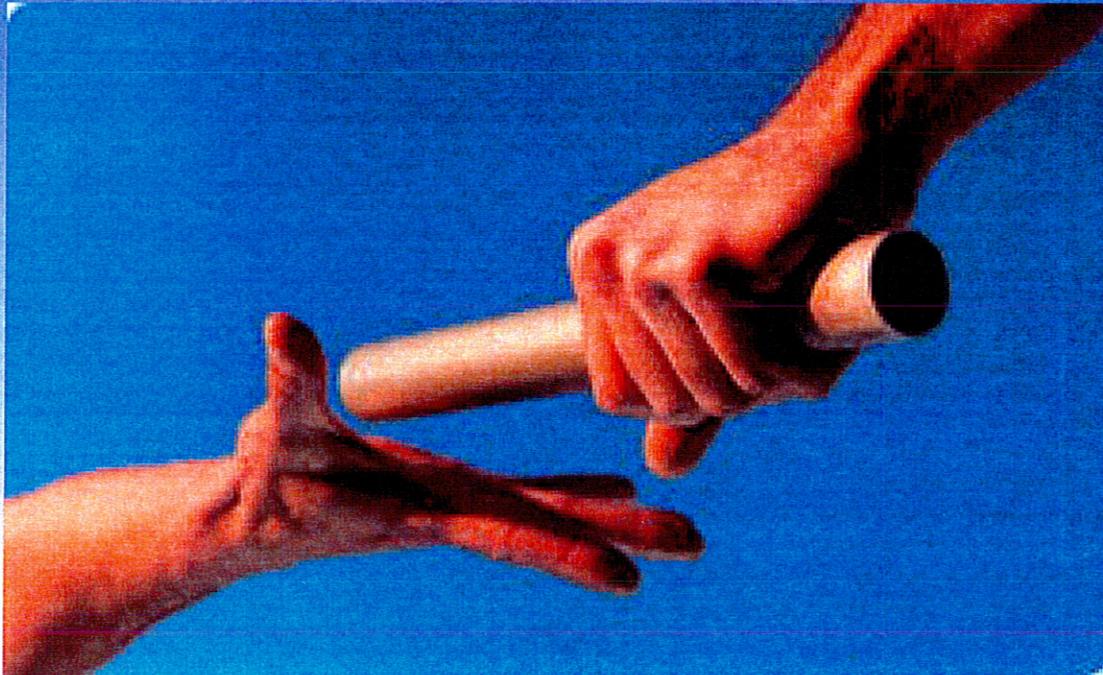
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 Strategic Plan

Today's Focus



- The Plan
- Recommendations
- The Future

What is Succession Planning?



Goals of the Plan

- Determine needed leadership competencies (present & future)
- Identify high-potential employees and their readiness for succession
- Plan for the ongoing development and retention of potential successors
- Evaluate results and update the plan annually



Core Competencies

➤ In the Plan:

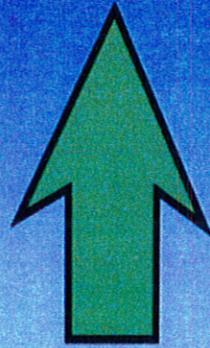
- 70 current positions
- 1 future position
- Standard template



➤ Skills:

- Presentation skills
- Written communication
- Effectiveness of communication
- Decision making
- Influence
- Stress tolerance
- Teamwork

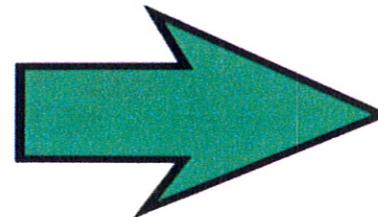
Individual Development Plans



Potential



Readiness



Plan Evaluation

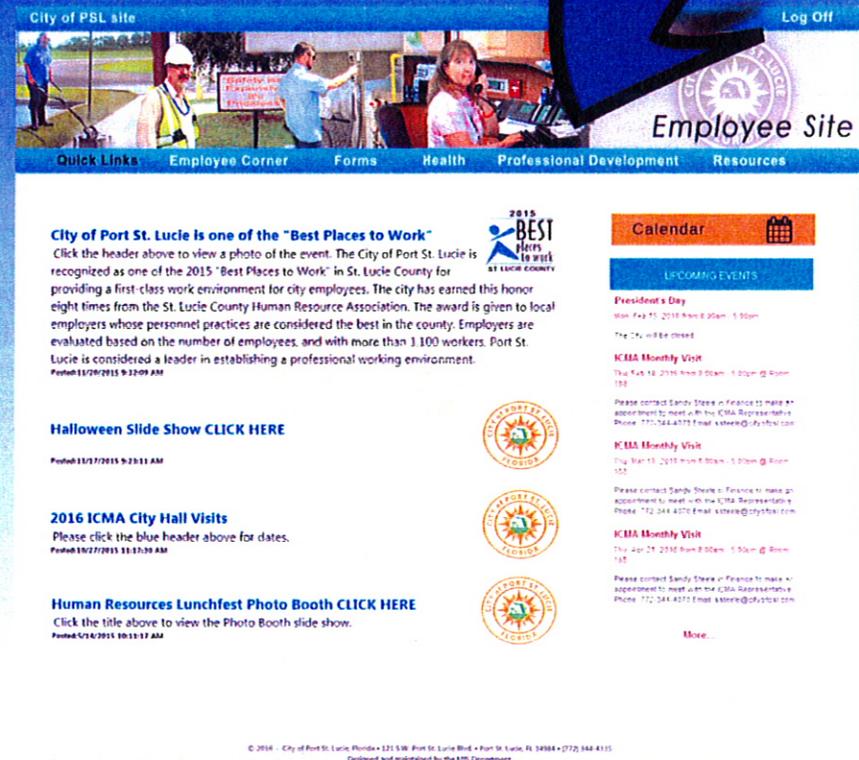
➤ Benchmarks (Annually):

- Development of candidates
- Increase the number of IDPs (10%)
- # of qualified candidates for key positions
- Fill vacancies internally (65% or higher)
- Monitor time to fill a position (41 days)



The next steps

- Plan accessible on the City employee website
- Professional development site
- Annual reports from Department Heads
 - Training fund analysis
 - Plan progress summary



The screenshot shows the 'Employee Site' for the City of Port St. Lucie. The header includes 'City of PSL site' and 'Log Off'. Below the header is a navigation menu with 'Quick Links', 'Employee Corner', 'Forms', 'Health', 'Professional Development', and 'Resources'. The main content area features a '2015 BEST Places to Work AT LUCIE COUNTY' award announcement, a 'Halloween Slide Show CLICK HERE' link, and '2016 ICMA City Hall Visits' information. A 'Calendar' section on the right lists upcoming events, including 'President's Day' and 'ICMA Monthly Visit'.

Plan Recommendations



➤ Education Assistance Program:

- Last active program was F.Y. 2006/2007
- Supplemental only, not intended to pay in full
- Local jurisdictions are offering this benefit

Plan Recommendations

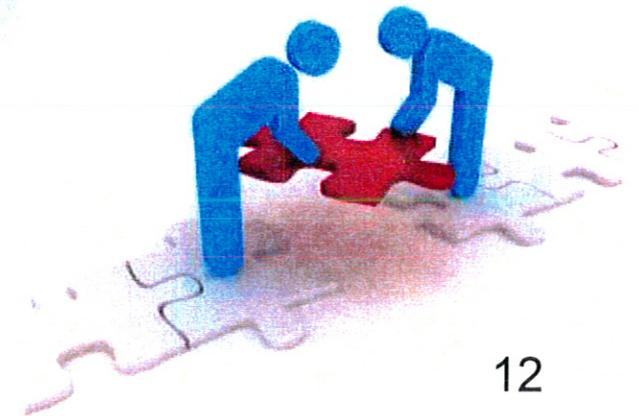
06/07 Education Program 16/17 Proposed Program

- Full-time employees
 - Satisfactory performance
 - Directly related to employee's current duties
 - Licensed/accredited schools
 - Departments budgeted separately
- Full-time employees
 - Satisfactory performance
 - Directly related to employee's current duties
 - Licensed/accredited schools
 - **Funded by the Human Resources Department**
 - **Limit \$1,500 annually per participating employee**

Plan Recommendations

➤ Mentoring program

- Discover creative ways to improve efficiencies
- Help teach why management does things the way they do
- Mutually benefit all who participate



Conclusion and Discussion

RECAP

- Succession Plan = Manager's tool for organizational development
- Plan is complete (active April 1, 2016)
- Education assistance program (budget)
- Mentoring program (in-house volunteer)
- Questions



