



ASPA Sacramento

*Sacramento Chapter of the
American Society for Public Administration*

January-February 2016, FY 2015-16, Issue No. 3

ASPA Sacramento Presents:

CITY MANAGERS AND COUNTY EXECUTIVES: Issues, Challenges, and Changes

When: Thursday, January 21st
5:30 pm – 7:00 pm

Where: USC State Capital Center
1800 I Street Sacramento

What: Panel Discussion with:
John F. Shirey
Sacramento City Manager

Rob Leonard
Chief Deputy County Executive,
Sacramento County

Henry Tingle
Citrus Heights City Manager

→ **Refreshments provided**

→ **Everyone Welcome**

→ **Registration: See Flyer Inside**

City Managers/County Executives Thursday, January 21st

Two and one-half million people reside in the Sacramento Valley, and all of them have concerns, issues, and requests for those of us in government. For our January program, we have assembled a panel of “hands on” public administrators at the local level. Our speakers will discuss public management, problem-solving, prioritizing issues, working with citizens, and anything else you care to ask about.

The program format will be questions and answers, with plenty of interaction among the moderator, audience, and panelists. This is your chance to learn from public managers on the front lines. Please join us!

→ RSVP with flyer information inside or
check www.sacramento-aspa.info

→ More Information or Questions?
rehbbhill@aol.com

ASPA Sacramento thanks our sponsors:

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ASPA Sacramento is the official newsletter for the Sacramento Chapter of the American Society for Public Administration, which was chartered in 1940. The overall purpose of ASPA Sacramento is to advance the science, processes, art, and image of public administration. **President:** Randi Kay Stephens, **Past President:** Geoff McLennan, **Vice President:** Lisa Beutler, **Treasurer:** Carolyn Borden, **Secretary:** Christine Smith. **Executive Council:** Sergio Aguilar, Jonathan Bernstein, Elizabeth Conley, Angela Dotson, Tera Hannah, Troy Holt, Juliet Lee, Silvia Rodriguez, and Vidhu Shekhar. **Members Emeritus:** Chester A. Newland, Paul Danczyk, and Richard Hill.

Notes from the Editor

Happy New Year from ASPA Sacramento! We jump into 2016 with five programs already in the books and several more on tap. Here is the latest on our many activities:

-The November upward mobility program brought out a good-sized audience, and their reward was plenty of information and advice for anyone seeking a government job. Kudos to Council Member Sergio Aguilar for his hard work to obtain the three speakers and organize the evening. Additional kudos to our event partners.

-More kudos to Vice President Lisa Beutler for her December presentation on change management and the drought. Lisa conveyed how public servants, in responding to the drought, must not only undertake actions but also clearly explain to the public the importance of those actions, what the ultimate goals are, and the importance of everyone taking part.

-Page 4 announces ASPA Sacramento's 2015-16 Annual Awards. Everything you need to know is here: categories, criteria, process, and contacts. The awards are a longstanding tradition for our chapter, and each year we work hard to recognize public sector excellence in the Sacramento Valley. We look for outstanding people, organizations, and programs, and with your help, we find them. Please take a few minutes to read about the seven awards. Then choose one and develop a nomination. The process is easy – just submit a description of the person, entity, or program, plus the category, and let us do the rest. Your participation adds credence to our continuous quest to honor excellence in government.

-We are excited about our January 21st panel of city managers and county executives. These busy people made space on their calendars to talk to ASPA Sacramento about the everyday challenges of their difficult jobs. We anticipate a lively discussion and we encourage you to RSVP right away.

See You January 21st

Richard

2015-16 ASPA Sacramento Officers and Council Members

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Silvia Rodriguez, CA Department of State Hospitals
Vidhu Shekhar, KPMG LLP

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Chester A. Newland
Paul Danczyk
Richard Hill

ASPA Sacramento Mission Statement

To increase knowledge in public administration and promote exemplary practice of public service, ASPA Sacramento holds as its mission:

- Provide a forum for enlightening Sacramento Area citizens on public administration issues.
- Recognize outstanding local achievement in public service.
- Advance diversity, opportunity, and professional excellence in public administration.
- Promote local research in public administration issues, focused on public-private partnerships, interdisciplinary approaches, and appropriate use of technology.
- Create partnerships with other professional associations.

NOVEMBER PROGRAM NOTES

Our November program spotlighted jobs and how to get them. The complete title was “Upward Career Mobility in Government Sector Employment,” and ASPA Sacramento ensured that all three levels were at the podium to offer advice.

District 5 Representative Paul Danczyk began the evening with a few words about ASPA. He declared that our organization focuses on public service and promotes the best of what we in government do. He added that ASPA serves as a bridge between the academic and practitioner communities.

Council Member Sergio Aguilar then zeroed in on the main purpose of the program: to help government job seekers navigate the employment processes of the three sectors. He introduced our three speakers:

-Karlos Del Toro, Senior Federal Recruitment Advisor, U.S. Office of Personnel Management

-Katie Hagen, Deputy Director of Operations, CA Department of Human Resources

-Stacey Peterson, Human Resources Director, Yolo County

Karlos Del Toro commented that he wanted to “demystify federal employment” for the audience. Everything revolves around the USA Jobs Resource Center: www.usajobs.gov. The usual hiring process involves these steps:

- 1-advertisement
- 2-filing of applications
- 3-review of applications
- 4-assessment and ranking
- 5-list
- 6-interviews
- 7-selection

All United States citizens are eligible for “external hiring” positions.

Karlos added that the federal government offers numerous types of careers: science, technology, engineering, mathematics, medicine, accounting/finance, human resources, and safety.

The federal hiring process includes programs that

reward education and military service. The former involves “pathway programs” for students and recent graduates. These are internships that can eventually lead to jobs. The latter are points given in the application process to veterans.

Karlos finished with three suggestions for job seekers:

- Read announcements carefully
- Research the promotion potential of a job, and
- Write an effective resume.

Katie Hagen spoke about state hiring. She cited the website www.calhr.ca.gov as the center of everything. The state has worked diligently the last three years to develop more on-line applications and examinations. These changes will be introduced in early 2016.

Katie asserted that State Form 678 was the key document in the application process. She advised people who apply for state jobs to:

- Be explicit in your cover letter
- Obtain the duty statement and organization chart before you interview
- Read about the organization in the newspaper
- Talk to current employees, and
- (if hired) Do your homework before you begin.

Katie noted that career paths for the state are usually occupation-driven, such as an auditor path or an analyst path. She suggested people look at the Staff Services Analyst series or the Staff Services Manager series for insight. She also advised job seekers to “gain additional competencies to help your career.”

Katie encouraged the audience to “take an exam and get on a list.” She concluded with a series of recommendations for people entering state service:

- Be consistently professional
- Be an agent of change
- Be customer-focused
- Do self-education, and
- Connect to the organization’s strategic plan.

Stacey Peterson spoke specifically about jobs in Yolo County and generally about making yourself more promotable. She cautioned that every city, county, and

(continued on Page 5)

CALL FOR NOMINATIONS! 2015-16 ANNUAL AWARDS ASPA SACRAMENTO

Since 1982, ASPA Sacramento has honored individuals, programs, and organizations for excellence in the field of public administration. Award recipients must live (or be located) in Northern California and must be part of:

- any level of government (federal, state or local)
- academia related to public service and/or public administration, or
- non-profit entity involved in public service and/or public administration.

ASPA Sacramento will announce recipients in April and present awards at our annual dinner in May. The seven award categories are:

AWARD CATEGORIES

Elizabeth Hill Public Official of the Year

Presented to a non-elected professional administrator who has consistently demonstrated excellence in public management over a sustained period of time.

Community Service

Presented to an individual or organization for sustained leadership in addressing public policy issues or improving life in Northern California.

Government Innovation

Presented to an individual or organization that implemented a new program, policy, or solution that made a significant improvement in public service delivery or performance.

Grantland Johnson Intergovernmental Cooperation

Presented to an individual or organization that developed and delivered a program or policy between different levels of government, resulting in greater efficiency.

Rising Star

Presented to a public professional, teacher, or researcher, 35 years of age or younger, who has made noteworthy contributions to effective government or academia in the early stages of a promising career.

Chester A. Newland Academic Excellence

Presented to a college student, teacher, administrator, or organization that has demonstrated scholarship and leadership in public administration or a closely related field of study, or that has made a noteworthy contribution to the education of public administrators.

Ross Clayton Lifetime Distinguished Public Service

Presented to an individual for especially meritorious service in the field of public administration over the course of a lifetime.

NOMINATIONS PROCESS

You can make a nomination either on-line (follow the link at www.sacramento-aspa.info), by e-mail, or by mail. Please write a thorough description of the nominee, including:

- Background
- Basis for nomination
- Pertinent dates, and
- Specific accomplishments and contributions.

NOMINATIONS SUBMISSION

On-line: Follow instructions at our website

E-mail: lisa-beutler@comcast.net, and rehbbhill@aol.com

Mail: ASPA Sacramento
P.O. Box 2937
Sacramento, CA 95812

DEADLINE

Close-of-Business Friday, February 12, 2016.

QUESTIONS

Lisa Beutler or Richard Hill at above e-mails.

November Program (concluded from Page 3)

special district runs its own website, so those seeking local jobs must do a lot of research. She advised the audience to think about “what helps you stand out.”

Stacey also talked about the “three Ps of promotability”: performance, professionalism, and personality. “Grow Yourself,” “Serve Your Customers,” and “Be Flexible” were among her suggestions.

Stacey walked the audience through the Yolo County website – www.yolocounty.org. A key portion for job seekers is “Creating a Job Interest Card.” This helpful feature allows people to write about themselves, cite classifications and positions of interest, and request e-mail announcements of similar openings in the future.

Stacey ended with four more recommendations:

- Update your application for different jobs
- Write a cover letter saying why you want this specific job
- Write an “elevator speech about why you’re the best person for a position, and
- Look for internships.

A spirited q and a followed the presentations and included the following comments:

- Automated systems now handle on-line applications and some initial work, but HR people take over to finish the hiring process.
- Two tips for finding a pathway to executive positions: focus on customer service and choose a “good fit” organization.
- If you using different types of experiences in your resume, cite percentages of time.
- Ask questions in your job interview: are there opportunities to grow, to innovate, etc.
- If you have changed jobs a lot, cite the skills you learned in each position.

DECEMBER PROGRAM NOTES

Our December program returned to the crucial subject of water: “Change Management: New Ways to Approach the Drought.” The speaker was ASPA Sacramento Vice President, and American Water Resources Association Board Member, Lisa Beutler. The audience was arranged in a semi-circle for maximum interaction.

Lisa’s theme was that public administrators need to think “outside the box” to effectively communicate about the drought. Her presentation emphasized:

- 1-Basics of Change
- 2-What is Changing?
- 3-Application to the Drought

Basics of Change

- Can involve your organization or your personal life
- Can be global change
- Change disrupts status quo
- Change creates anxiety
- Everyone resists change
- Government’s job is the opposite of change; we try to manage the status quo and keep things stable

What is Changing?

- Leaders must define what is changing
- For the drought, change involves: a different climate, less snow pack, reduced water storage

Application to the Drought

- Need more clarity in our water conversations
- Need to employ more tools and models: the links among organization, process, culture, and leadership are applicable to the drought
- Governor Brown has taken a leadership role in the drought and has brought experts together
- Public leaders and administrators must communicate how the drought has changed life in California and what our vision is for the future
- Most change comes from pain not vision
- We still don’t know what the new status quo for water will be
- Our message must stress that California is proud of our agriculture (farmers aren’t taking all our water!)
- Weather cycles are slow so we should avoid getting excited about short-term weather shifts

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