



Senior Leadership Development Program (OCFO SLDP)

May 2009

INTRODUCTION

The Office of the Chief Financial Officer has identified a long-term need to develop future supervisors and managers from within the Division. The OCFO Senior Leadership Development Program (SLDP) will provide opportunities for selected candidates within the Division to acquire the skills and abilities needed for future supervisor and manager assignments.

PURPOSE

The purpose of the OCFO SLDP is to provide job experience and training for selected individuals through an assignment within the Division over a one year period. Work assignments will be combined with training opportunities in order to develop management skills and techniques.

SCOPE

The OCFO SLDP is an intra-divisional program and as such is only available to OCFO employees. The number of individuals who may participate in the program at one time is subject to OCFO management discretion. The continuance of the program is also subject to funding, candidate availability and Divisional needs.

Participation in the OCFO SLDP is not to be considered a promotional opportunity. Candidates will retain their existing job classification, but are not precluded from applying for any other position(s) within or outside of the OCFO.

ADMINISTRATIVE ROLES AND RESPONSIBILITIES

Business Manager

The OCFO Business Manager is responsible for the overall management of the OCFO SLDP. The Business Manager signs and approves the plan and allocates necessary resources.

The Business Manager serves as the program facilitator and coordinator. Duties include:

- Monitor and coordinate documentation on the selected candidates' progress throughout the program.
- In coordination with the OCFO Training and Development Specialist, develop a formal supervision/management training program for the OCFO's senior leadership.

Department Heads

Department Heads ensure that participants receive the proper coaching, training and guidance necessary to perform their assignments successfully and in a safe manner. Managers will complete a performance appraisal for each participant assigned to them, seeking input from the members of the unit as well as input from other managers in OCFO.

PROGRAM

Qualifications/Selection Process

Employees must have sustained good performance over the past three years and at least five years of supervision/management experience. Employees must also have concurrence and a letter of recommendation from their current supervisor to participate in the Senior Leadership Development Program. Candidates will be screened and finalists will be asked to give a short presentation to the OCFO senior management team describing why they feel they should be selected to participate in the program.

Required Activities

Over a one year timeframe, the successful candidate will begin the Senior Leadership Development Program by receiving a 360 assessment of their skills from the Global Institute for Leadership Development (GILD). After that assessment is determined, the candidate will attend an intensive one week immersion training through GILD that takes place in San Diego. When the candidate returns from the training, their respective Department Manager will provide them with a “stretch assignment” tailored to their particular needs. This assignment could be a particular project to lead, or an assignment on a high-impact team that is working on an OCFO initiative. During the one year timeframe the candidate will continue to participate in the GILD “year of learning” follow-up program, as well as attend seminars through the Institute for Management Studies. They will also be exposed to all levels of management personnel within the OCFO.

Essential Skills, Knowledge and Abilities

- Five years supervision/management experience.
- Knowledge and experience in Division core functions commensurate with the requirements of the work in the unit. For example, a position in a procurement operating unit would require experience in solicitation, negotiation, award and administration of complex contracts. Budget would require experience with direct and/or indirect budgets, etc.
- Demonstrates excellent written and verbal communication skills.
- Demonstrates creative problem solving ability.
- Promotes an ethical environment.
- Promotes Lab safety practices.
- Develops trust in relationships with other employees.
- Demonstrates optimism and enthusiasm for organizational objectives.
- Treats others with respect and dignity.
- Demonstrates dedication and effort to the Lab.
- Ability to grow and lead in the OCFO as demonstrated through progressively responsible experience

Desired Skills, Knowledge and Abilities

- BA/BS in Business Administration, a related field, or equivalent experience.