



City of Miami Beach Employee Academy

Mission:

To provide City of Miami Beach employees an opportunity to gain meaningful insight and information about City departments and their services.

Program Overview:

The City of Miami Beach Employee Academy is a 9 week course designed to educate employees on other City departments and services. The Academy sessions are to be held every Monday in the Commission Chamber and/or other city locations for 9 weeks as follows:

- January – March from 9:30 am – 11:30 am
- April – June from 3:00 pm – 5:00 pm

Eligibility:

Employees must be recommended to attend by their Department Director with priority given to “front-line” employees in operating departments who have direct contact with the community. Employees will be eligible to attend either the Employee Academy OR the Neighborhood Leadership Academy once every five years as the content in these 2 academies is similar.

Employee must have worked for the City of Miami Beach a minimum of 12 months.

Employee may not attend the Academy if they have received any disciplinary action in the past 3 years and must have received evaluations of at least “Meets Expectations” in the last two years.

Participation:

The Employee Academy will be held twice a year. For each of the two Academy series of sessions, each Department Director or designee can recommend up to three employees to participate.

Employees may attend the academy during their regular work hours to the extent there is an overlap. As participation is voluntary, employees who attend are not eligible for either compensatory time or overtime.

Department Directors and participants are required to commit that the recommended participants will attend all sessions in a series unless there is an unanticipated emergency. . Participants who miss more than 3 sessions will forfeit participation in the Academy.

Program's objectives:

- Expand participants' knowledge of departmental functions
- Communicate departmental expectations and philosophies
- Foster interaction among employees
- Provide employees the resources to provide customer service excellence

Curriculum:

The curriculum is presented by each individual City of Miami Beach department and/or division and includes an overview of each department's/divisions goals and services. The schedule below may change based on departmental availability:

- Week 1: Office of the City Manager, Office of Budget & Performance Improvement
- Week 2: Parks and Recreation
- Week 3: Human Resources, Risk Management, Labor Relations, City Clerk and Central Services
- Week 4: Finance, Procurement, IT
- Week 5: Tourism & Cultural Development, Economic Development, Parking
- Week 6: Public Works
- Week 7: CIP, Building, and Planning
- Week 8: Police and Fire
- Week 9: Code Enforcement & Housing Community Development

Overall coordination of curriculum content as well as location, registration, etc. will be coordinated by the Office of Budget and Performance Improvement Organizational Development Division.