

# Is 2007 the Year You're Promoted?

■ **Club Member offers 10 tips to assist you in getting that promotion.**

By Yvonne Liu, Personnel Analyst II, Finance, Club Member

**FINANCE** — Is getting a promotion one of your New Year resolutions?

It offers many opportunities for pay-grade advancements and promotions. It is never too early to start preparing for your next promotion. Your preparation is key for a growing career in Los Angeles, no matter in which department you work. Even if you are a new hire to the City, you can start learning about your classification and your career ladder for future Civil Service exam opportunities. The following is a list of ideas to get you started and it is intended as a complementary component to your studying and learning about the Employee Handbook, the Civil Service Rules, and Personnel Policies (all available at Personnel Department's Intranet: <http://per.ci.la.ca.us/> under Documents), and the City Charter (available at City Clerk's website: <http://lacity.org/NXT/gateway.dll?f=templates&fn=default.htm>) and Your Government at a Glance (also City Clerk's website: <http://city-clerk.lacity.org/cps/pdf/govtglnc.pdf>).

1. **Review your classification specification.**  
If you don't know what that is, enter your classification code or classification title at: <http://www.lacity.org/per/perspec.htm>  
See how much of your class specification you can perform and look for opportunities to learn those skills you have not mastered.
2. **Check out your Career Ladder at Personnel Department's Intranet:**  
<http://www.lacity.org/per/eo/career/CareerLadder.htm>  
Although the career ladder is not an exhaustive list of your career possibilities in the City, it gives you the basic steps of the next qualifying exam where you may focus your promotional exam preparation.
3. **Monitor your attendance.**  
Be sure that you are not frequently using emergency vacation or excessive sick time. If you are taking a longer family or medical leave, apply for FMLA with your supervisor so that your sick time will not be counted against you.
4. **Update your resume.**  
To catch grammatical or format errors, have someone else review it. Make sure that your resume answers mainly the same questions as Page 2 of the Departmental Application. Need a Departmental Application? Go to <http://per.ci.la.ca.us/Forms/DeptApp.pdf>

5. **Brush up on your computer skills.**  
Advance your skills in Word, Excel, PowerPoint, Access and even Groupwise usage. These tools are used to improve communication and produce reports in every City department. Practice computer programs for projects in your community involvement, PTA projects or for your home business. Take weekend or night classes if necessary.
6. **Submit copies of your certificates, awards, diplomas and proofs of training for filing in your personnel folder.**
7. **Make sure that your personnel folder includes all evaluations.**  
Call your Personnel Services Section to schedule a time to review your own folder.
8. **Attend Personnel Department trainings and intradepartmental trainings.**  
For a list of courses at the Personnel Department, go to <http://www.lacity.org/per/Training.htm>. Sign up with your supervisor for a class that will enhance your skills.
9. **Improve your public speaking and interview skills.**  
Join a Toastmasters Club near your work or your home. This is the best way you can incrementally improve a skill. A Toastmasters membership will help you organize your thoughts, practice leadership skills, and overcome the fear of public speaking.
10. **Schedule a Career Counseling appointment with Personnel Department's Employee Development Section at (213) 473-4555.**



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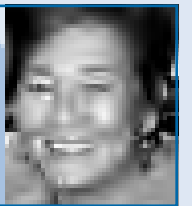
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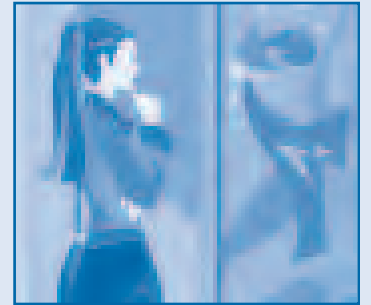
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## WORKING MATTERS

by JACKIE DAVID, Public Information, Public Works



### Some Thoughts to Ponder for 2007



■ **Every single New Year brings with it advice and resolutions. I've opted to stay away from that this time around and instead share with you a few great words of wisdom to reflect upon as we begin our tomorrow now.**

- "A single conversation with a wise man is better than ten years of study."  
— Chinese Proverb
- "Everyone thinks of changing the world, but no one thinks of changing himself."  
— Tolstoy
- "Wisest is he who knows what he does not know."  
— Plato
- "Finish each day and be done with it. You have done what you could; some blunders and absurdities have crept in; forget them as soon as you can. Tomorrow is a new day; you shall begin it serenely and with too high a spirit to be encumbered in your old nonsense."  
— Ralph Waldo Emerson
- "Forget past mistakes. Forget failures. Forget everything except what you're going to do now and do it."  
— William Durant
- "Success is the ability to go from one failure to another with no loss of enthusiasm."  
— Winston Churchill
- "Science, my lad, is made up of mistakes, but they are mistakes which it is useful to make, because they lead little by little to the truth."  
— Jules Verne.
- "Continuous effort – not strength or intelligence – is the key to unlocking our potential."  
— Winston Churchill
- "Talents are common, everyone has them – but rare is the courage to follow our talents where they lead."  
— Anonymous
- "If you hear a voice within you say, 'You cannot paint,' then by all means paint, and that voice will be silenced."  
— Vincent Van Gogh
- "Always listen to the experts. They'll tell you what can't be done and why. Then do it."  
— Robert Heinlein
- "I hear and I forget. I see and I remember. I do and I understand."  
— Confucius
- "Keep away from people who try to belittle your ambitions. Small people always do that, but the really great make you feel that you too can become great."  
— Mark Twain
- "There are costs and risks to a program of action, but they are far less than the long range risks and costs of comfortable inaction."  
— John F. Kennedy
- "What then is the right way to live? Life should be lived as play."  
— Plato
- "Choose a job you love and you will never have to work a day in your life."  
— Confucius
- "The worst days of those who enjoy what they do, are better than the best days of those who don't."  
— E. James Rohm
- "We are prone to judge success by the index of our salaries or the size of our automobiles rather than by the quality of our service and relationship to mankind."  
— Martin Luther King Jr.
- "All you need in this life is ignorance and confidence; then success is sure."  
— Mark Twain
- "Dream lofty dreams, and as you dream, so shall you become. Your vision is the promise of what you shall one day be; your ideal is the prophecy of what you shall at last unveil."  
— James Allen
- "The strongest oak tree of the forest is not the one that is protected from the storm and hidden from the sun. It's the one that stands in the open where it is compelled to struggle for its existence against the winds and rains and the scorching sun."  
— Napoleon Hill
- "Today's mighty oak is just yesterday's nut that held its ground."  
— Unknown
- "Here's to the crazy ones. The misfits. The rebels. The troublemakers. The round heads in the square holes. The ones who see things differently. They're not fond of rules, and they have no respect for the status quo. You can quote them, disagree with them, glorify or vilify them. But the only thing you can't do is ignore them. Because they change things. They push the human race forward. And while some may see them as the crazy ones, we see genius. Because the people who are crazy enough to think they can change the world, are the ones who do."  
— The "Think Different" ad campaign for Apple Computers
- "Here is the test to find whether your mission on earth is finished: If you're alive, it isn't."  
— Richard Bach

**Happy New Year!**