



# *Strictly Classified*

An Informational Bulletin Published by the Personnel Commission

## Make Your Job Work for You



It is not uncommon to experience frustration at work or to want new challenges. Whether you are looking for a new position or simply hoping to make your current job more satisfying, you should be proactive about making changes. The first step in the process is to determine what your immediate and long term goals are and then develop a plan that will make your current job work for you in accomplishing those goals. It is important to keep in mind that no matter what your long term objectives are, by gaining work experience, developing a reputation as a reliable and dedicated employee, and taking advantage of any opportunities that enable you to learn new skills, you will undoubtedly feel more fulfilled and be better equipped for future challenges.

### **Improve your Environment**

Working in a healthy environment is a crucial component of job satisfaction. If you are having trouble with a supervisor or colleague it is best to address your concerns promptly. It is always a good idea to start with yourself. Determine if your actions or behavior are contributing to an unhealthy environment and make appropriate changes. If problems persist, it is advisable to address the person/people you are having problems with directly. If talking to the individuals directly involved is not an option or if it fails to produce results, consider bringing the matter to a supervisor, manager, and/or administrator. Try to set the tone for these meetings by being approachable, respectful, and reasonable in your requests. Union representatives are also available for consultation on these matters.

### **Gain Experience**

Regardless of the position that you are in or the department you belong to, there are always opportunities to learn new skills and gain valuable work experience. Learning new skills will offer you new challenges and will benefit you in the future. Work to establish a positive relationship with supervisors and managers in your department. Let them know you are interested in learning new skills and demonstrate your ability to handle additional responsibility by exercising good judgment and showing that you are dependable.

### **Network**

Networking is good tool for furthering your professional aspirations. Most classified positions require that employees interact with other campus and/or District staff members. It is up to you to make those interactions

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count. Employees who have a friendly disposition and are known for following through with obligations and producing high quality work are likely to receive positive evaluations and will be remembered when promotional opportunities become available. In addition to developing a good reputation, call on the people you know for assistance. Seek mentors who will help you to improve your skills and abilities, and guide you as you advance in your career.

### **Take Advantage of Opportunities**

The Los Angeles Community College District and the Personnel Commission offer many opportunities for staff members to further their education, gain additional experience, and promote within the District. Meet with a Personnel Commission Service Representative to review the Career Ladders Guide and establish a path to promotion. If additional education would enhance your performance in your current position or open the door to more promotional opportunities, talk to your union representative or Human Resources about tuition reimbursement and release time. If workshops or training are available on campus, ask your supervisor if you can participate.

### **Don't Hold Back**

If you have ideas about improving department efficiency, accomplishing department goals, or changing the department climate, be sure to express them. As an employee responsible for accomplishing many of the day-to-day tasks in your department you are very aware of what works and what does not, and therefore should not be shy about making meaningful suggestions. Your suggestions may have a direct impact on improving working conditions for you and your colleagues.

Additionally, if there is something inhibiting your ability to perform at work or to meet your supervisors expectations (such as problems with your schedule, broken equipment or lack of supplies), be sure to talk to your supervisors about your concerns. If you are a reliable employee with a history of producing good work, chances are your supervisor will try to accommodate your needs.