

 <p><b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b></p>	Developed by/Date: Per Old DSS Manual Prior to 2002, Kym Vieira 2/09 Rev. 11/16/09, Rev. 8/10	Page: 1 of 2	Number: 6.10
	Reviewed by/Reviewed Date: CSA Exec Team 11/16/09, 8/23/10	Replaces: Core Competency for Staff	Category: Professional Development
Title: <b>Required Training for Staff</b>		Approved: 8/23/10	

**Policy** 
         
 **Procedure** 
         
 **Guideline**

**Purpose**

In order to select, develop, and retain skilled employees, we must ensure the development of staff. Our guiding principles are put into practice as we encourage personal and professional growth, and realize the potential of each staff member. Staff will share the knowledge and expertise gained through training to ensure an informed and well-trained workforce. Our organizational values, that staff is our most important asset, and that education and lifelong learning are essential, will be made evident.

**Definition**

All staff employees are expected to complete specified training courses related to core competencies. These courses are available on county time with supervisory approval. Additionally, leadership staff, (supervisors and managers) have additional classes required to be completed. Certain leadership courses may be available to staff interested in promoting to leadership positions. Supervisors are required to ensure their staff members have completed all required courses and review annually during the evaluation process.

**Procedure**

- A. Executive Staff, in consultation with the Staff Development Committee, will establish core competency courses and activities for all employees. These decisions will be communicated in writing to all staff, and reviewed annually.
- B. New staff will be given a list of required courses by their supervisor, along with timeframes for completion.
- C. The supervisor will be responsible for ensuring their staff attends all required training within the allotted time. Annual performance reviews will indicate progress toward completion. Training records will be made available by CSA HR and are also available to individuals on PeopleSoft.

## REQUIRED TRAINING FOR ALL STAFF

Course Title	Hours	Time Frame	Frequency	Course offered by	Authority
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The following courses should be completed within the first year that you are hired as a CSA employee. You are only required to take the course once, unless indicated in the frequency column.

<b>County New Employee</b>	8	Within 6 months	Only once at new hire	Institute	County Policy
<b>CSA New Employee Orientation</b>	4	Within 3 months	Only once at new hire	CSA	CSA Policy
<b>Mandated Reporter Training</b>	1	Within 1 year	Only once at new hire	CSA	CSA Policy
<b>Basic NIMS – ICS-100/IS 700</b>	Online	Within 1 year	Only once at new hire	www.scoes.info	County Policy
<b>Civil Rights**</b>	Varies	Within 1 year	Annually	CSA	Legal Obligation
<b>Defensive Driving to be eligible to drive on county business</b>	4	Within 1 year	Every 4 years	Risk Management	County Policy
<b>Confidentiality</b>	Online	Within 1 year	Annually	CSA	Legal Obligation

## ADDITIONAL REQUIRED TRAINING FOR LEADERSHIP STAFF

Course Title	Hours	Time Frame	Frequency	Course offered by	Authority
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The following courses should be completed within the first year that you are promoted to a supervisor or manager position. You are only required to take the course once, unless indicated in the frequency column.

<b>Preventing Sexual Harassment – for Supervisors</b>	4	Within 6 months	Every 2 years	Institute	Legal Obligation
<b>Supervisor Training Academy</b>	40	Within 3 years	Once after new hire or promotion	Institute	County Policy
<b>Basic NIMS Compliance – ICS-200 - Managers only</b>	8	Within 1 year	Once at new hire or promotion	Office of Emergency Services	Legal Obligation (OES)

Note: Those who have completed these courses prior to promotion do not need to retake them. If you are a CSA supervisor who promoted within the agency to a manager position, you **do not** need to retake the courses. You can always take a refresher course if you want an update on a particular subject.

\*\* See Civil Rights Officer for planned activity.