

Human Resources Division

SJC—Engage

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SJCEngage.com

www.sjgov.org



San Joaquin County

Developing Future Leader Series Handbook

SAN JOAQUIN
—COUNTY—

Greatness grows here.



engage



Welcome to the Developing Future Leader Series!

We are pleased to have you participate in this two-week cohort. You will find each course outline in this booklet. While it is not required for you to print out the booklet, we do request you have a notepad and pen to take notes.

At this time, all training are virtual and we have separate links for each course. You will receive these links via email from our Employee Engagement Unit via our email address at sjcengage@sjgov.org. Since all of the trainings are scheduled separately, you will need to ensure you select the appropriate link for each course.

There will be 2 courses each day. One in the morning, and one in the afternoon.

We look forward to working with you on your journey here at San Joaquin County.

If you have any technical difficulties or have questions regarding the training, please contact Staff Development at (209) 953-7563 or email sjcengage@sjgov.org.



DFLS
2023 Cohort 1

DFLS Schedule:

Cohort 1: 3/2/23-3/9/23, 4 Courses in Series

1. Understanding the County Structure
3/2/23 9:00am-12:00pm
2. So You Want to be a Supervisor?
3/2/23 1:30pm-4:30pm
3. Buddy to Boss
3/9/23 9:00am-12:00pm
4. The 1st Line Supervisor
3/9/23 1:30pm-4:30pm



DFLS
2023 Cohort 2

DFLS Schedule:

Cohort 2: 6/1/23-6/8/23, 4 Courses in Series

1. Understanding the County Structure
6/1/23 9:00am-12:00pm
2. So You Want to be a Supervisor?
6/1/23 1:30pm-4:30pm
3. Buddy to Boss
6/8/23 9:00am-12:00pm
4. The 1st Line Supervisor
6/8/23 1:30pm-4:30pm



DFLS
2023 Cohort 3

DFLS Schedule:

Cohort 3: 9/7/23 – 9/14/23, 4 Courses in Series

1. Understanding the County Structure
9/7/23 9:00am-12:00pm
2. So You Want to be a Supervisor?
9/7/23 1:30pm-4:30pm
3. Buddy to Boss
9/14/23 9:00am-12:00pm
4. The 1st Line Supervisor
9/14/23 1:30pm-4:30pm

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Understanding the County Structure

UNDERSTANDING THE
COUNTY STRUCTURE




SAN JOAQUIN
COUNTY

WE WILL BEGIN PROMPTLY AT 9:00 AM

PLEASE TURN OFF YOUR MICROPHONES AND CAMERAS


PRESENTED BY | HUMAN RESOURCES

Housekeeping



- Turn off microphones
- Participation is important
- Utilize the chat function
- You need to both see and hear the presentation
- Attendance – Put name and department into the chat

DFLS STRUCTURE/INTRO



Training		12:00 – 1:30	
Dates	9:00 - 12:00 (3 hours)	1:30	1:30 – 4:30 (3 hours)
Week 1:	Understanding the County Structure	Lunch	So you want to be a supervisor?
Week 2:	Buddy to Boss	Lunch	The 1 st line supervisor

DFLS COMPLETION FORM

ONCE YOU COMPLETE ALL 4
COURSES – TURN IN YOUR
FORM

PUT DATES OF DFLS
COMPLETION

SEND FORM TO:
SJCENGAGE@SJGOV.ORG



DEVELOPING FUTURE LEADER SERIES COMPLETION FORM (Please Print/Fill Out/Sign Below)

Name: _____ Employee ID #: _____

Job Title: _____

Department: _____

I acknowledge that I fully participated in the following trainings in their entirety & received all of the backup documentation & policies for the designated course(s):

Completed	Date	Course Title
<input type="checkbox"/>		HR0019-DFLS: Ready to Rise
<input type="checkbox"/>		HR0019-DFLS: So You Want to be a Supervisor
<input type="checkbox"/>		HR0019-DFLS: The 1st Line Supervisor
<input type="checkbox"/>		HR0019-DFLS: Understanding the County Structure

I acknowledge that it is my responsibility to agree and adhere to the principles and guidelines in the training and in these policies.

Employee Signature: _____ Date: _____

Note:
This information on this form will be used to accurately identify employees who have received training. This form will be filed in the employee's Personnel/HR training records for the purpose of identifying which employees have been trained.

Once you have completed all of the courses in this series, please return your completed form to: sjcengage@sjgov.org in order to receive credit for your trainings and to be placed on the list for your program completion verification.

TO PROVIDE AN OVERVIEW
OF THE INTERNAL SAN
JOAQUIN COUNTY
STRUCTURE

TO UNDERSTAND THE
COUNTIES MISSION, VISION
AND CULTURE

Training Objectives



WHY SAN JOAQUIN COUNTY?

Why did you
sign up for
this series?



VISION & MISSION

UNDERLYING PASSION OR PRINCIPLE

Service.

SAN JOAQUIN
COUNTY

VISION STATEMENT

A prosperous San Joaquin County, where a culture of innovation and collaboration sustains a high quality of life; social and economic well-being fueled by community values, good jobs, and a healthy environment.

MISSION STATEMENT

Advance the public interest and serve the people of San Joaquin County. Bring together our people and resources to turn challenges into opportunities. Be steadfast leaders and committed partners working wholeheartedly for the benefit of our community's health, safety, and economic growth.

GREATNESS GROWS HERE



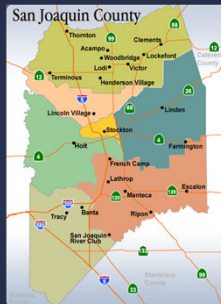
- We truly believe in the advancement of our staff
- We offer several professional development opportunities & programs to support these efforts
- Staff growth and development is supported at all levels of the county

SAN JOAQUIN COUNTY SHERIFF'S OFFICE





ABOUT US



SAN JOAQUIN COUNTY AT A GLANCE

San Joaquin County shares a border with 7 other counties


- Alameda County
- Amador County
- Calaveras County
- Contra Costa County
- Sacramento County
- Santa Clara County
- Stanislaus County

JULY 7, 2020

**New Study Reveals San
Joaquin County Agriculture
Harvests \$5.732 Billion For
Local Economy And More Than
33,000 Jobs**

- ❖ There are over 685,000 residents in San Joaquin County
- ❖ San Joaquin County employees over 7,500 staff






STOCKTON
METROPOLITAN
AIRPORT

AMENITIES

MICKE GROVE PARK
&
ZOO






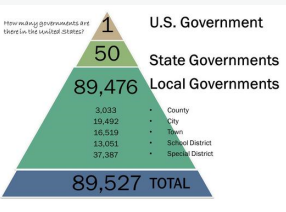


County
Government
Structure

UNITED STATES
GOVERNMENT
STRUCTURE

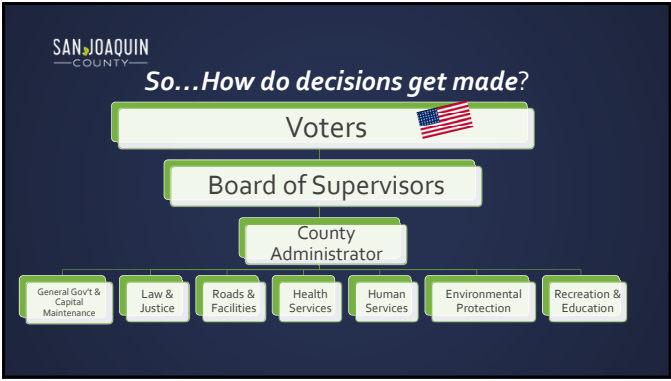


How many governments are there in the United States?



Level	Count	Type
1	1	U.S. Government
50	50	State Governments
89,476	89,476	Local Governments
	89,527	TOTAL

- County
- City
- Town
- School District
- Special District



SAN JOAQUIN COUNTY

ELECTED OFFICIALS

ELECTED OFFICIAL	RESPONSIBILITIES
County Supervisors (5)	Legislative body of county government; pass all ordinances governing the county and are responsible for overseeing that functions delegated to the county are properly discharged
Assessor/Recorder/County Clerk	Appraises (sets the value of) taxable property in the county and collects county property tax; records and maintains documents regarding property ownership, births, deaths and marriages
Auditor Controller	Acts as chief accounting officer of the county. Keeps financial records; authorizes disbursements for county expenses
District Attorney	Conducts criminal investigations; prosecutes criminal cases
Sheriff	Runs the county jail; provides police coverage in unincorporated areas; ensures security at all local courthouses, patrols the waterways, and enforces court orders, including evictions, wage garnishments, and restraining orders
Treasurer Tax Collector	Administers the building, collection and reporting of property tax revenues levied annually

Miguel Villapudua
District 1

Paul Canepa
District 2

Tom Patti
District 3

Steven J. Ding
District 4

Robert Rickman
District 5

SAN JOAQUIN COUNTY

Board of Supervisors

Elected by the voters for a 4-year term to represent a district (5)

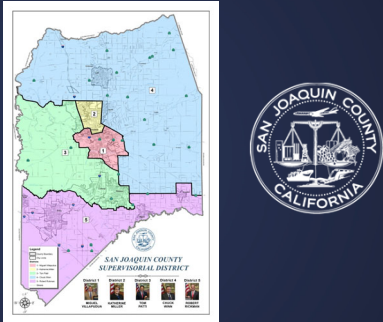
Limited to 2 terms

SAN JOAQUIN
COUNTY

San Joaquin County
District Map

New District Map

Board Approved
December 7, 2021



SAN JOAQUIN
COUNTY

County Administrator

➤ County activities are very complex and have a wide range of responsibilities

➤ “County Administrator” is a function with various titles and fulfilled by different county positions around the country

➤ **The San Joaquin County Administrator** implements the board’s policy, runs the daily operations of the county and prepares the annual budget

Current County Administrator:

Jay Wilverding

General Law County

General Law Counties: Alpine, Amador, Calaveras, Colusa, Contra Costa, Del Norte, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Plumas, Riverside, San Benito, **San Joaquin**, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba

Charter Counties: Alameda, Butte, El Dorado, Fresno, Los Angeles, Orange, Placer, Sacramento, San Bernardino, San Diego, San Francisco, San Mateo, Santa Clara, Tehama

San Joaquin County – Responsibilities

General Government & Capital Maintenance

Law & Justice

Roads & Facilities

Health Services

Human Services

Environmental Protection

Recreation & Education



SAN JOAQUIN
COUNTY

24 County Departments

- Agricultural Commissioner
- Assessor-Recorder-County Clerk
- Auditor – Controller
- Board of Supervisors
 - Clerk of the Board
- County Administrator
 - General Services
 - Office of Emergency Services
 - Parks & Recreation
 - Human Resources
 - Information Systems Division
 - Election Services/Registrar of Voters
 - Purchasing and Support Services
- County Counsel
 - District Attorney
 - Employment and Economic Development
 - Environmental Health
 - Healthcare Services
 - Human Services Agency
 - Probation
 - Public Defender
 - Public Works
- SJC Employee Retirement Association
- San Joaquin General Hospital
- San Joaquin County Clinics
- Sheriff - Public Administrator
- Stockton Metropolitan Airport
- Treasurer- Tax Collector

ULTIMATELY, WE ARE RESPONSIBLE FOR
PROVIDING EXCEPTIONAL SERVICE TO
THOSE IN THE COMMUNITY IN WHICH WE
ARE IN SERVICE TO



SAN JOAQUIN COUNTY PUBLIC HEALTH



SAN JOAQUIN
COUNTY

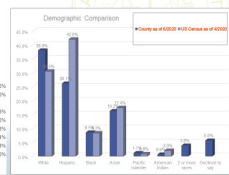
A DIVERSE COMMUNITY

2020 Census Data & County Employee Demographics

2020 Census Data

Demographics

	County as of 6/30/2020	US Census as of 6/30/2020
White	55.50%	60.50%
Female	81.70%	81.10%
Latino	38.0%	38.10%
Hispanic	38.1%	40.0%
Black	8.8%	8.9%
Asian	18.2%	17.4%
Pacific Islander	1.1%	0.8%
American Indian	0.8%	0.8%
2 or more races	2.8%	2.8%
Declined to say	8.8%	8.8%



SAN JOAQUIN
COUNTY

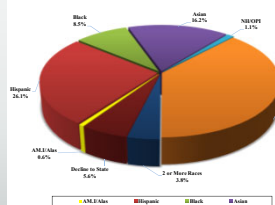
3

Full-Time County Employee Workforce by Gender & Race/ Ethnicity

June 2020

TOTAL FULL-TIME EMPLOYEES	5,758	100.0%
Male	2,033	35.3%
Female	3,725	64.7%
White	2,196	38.1%
Hispanic/Latino	1,501	26.1%
Black	497	8.5%
Asian	922	16.2%
Native Hawaiian/Other Pacific Islander	64	1.1%
American Indian/Alaskan Native	34	0.6%
Two Or More Races	218	3.8%
Decline To State	521	5.6%

FULL-TIME COUNTY WORKFORCE DEMOGRAPHICS AS OF JUNE 30, 2020





Employees

Over 7600+ staff

5200+ = Full-time

2400+ = Part-time/Temporary/Seasonal



The Role of County Leadership



SAN JOAQUIN GENERAL HOSPITAL



San Joaquin General Hospital

Welcome to San Joaquin General Hospital

The Role of County Leadership



LEADERSHIP RESPONSIBILITIES

- Training Compliance
- Safety
- Staffing Your Division/Unit
- Staff Management
- Budget
- Strategic Priorities
- Payroll
- Staff Evaluation





Who do I call and when?

- When in doubt, ask HR!
 - Principal/Personnel Analyst
 - EEO
 - Risk
 - Position Control
- Connect with your direct supervisor

❖ Think of the impact before you act. Could the action be a violation of an MOU or will it require a meet and confer?

Resources:



- ✓ sjgov.org
 - ✓ sjcengage.com
 - ✓ San Joaquin County Intranet [Home](#) | [SJC Home \(sjgov.net\)](#)
 - ✓ CAO Manual
 - ✓ Annual Budget Book
 - ✓ Memorandum of Understandings (MOU's)
- <https://www.sjgov.org/department/hr/divisions/labor-relations>

QUESTIONS





Thank You!



So You Want to be a Supervisor?

SO YOU WANT
TO BE A
SUPERVISOR?



SAN JOAQUIN
COUNTY

WE WILL BEGIN PROMPTLY AT 1:30 PM

PLEASE TURN OFF YOUR MICROPHONES AND CAMERAS
PRESENTED BY | HUMAN RESOURCES

OBJECTIVES

☐

To understand the role of a supervisor
Responsibilities
Liabilities

☐

To understand common misconceptions

☐

Review the technical knowledge needed to
be successful

☐

Learn about some of the benefits

Why do you want to be a
supervisor?

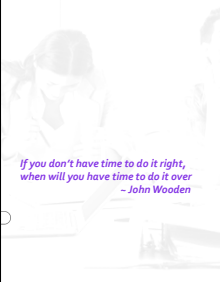
When you think of a supervisor role,
what are some of the first things you think of?

If opportunity doesn't knock, build a door.
- Milton Berle

3 reasons why NOT to become a manager?



UNDERSTANDING THE ROLE OF SUPERVISOR



THINGS TO MAKE A NOTE OF

-  Moving up the organizational ladder comes with added responsibilities
-  There is always someone above you to be a thought partner
-  You will want to build out your social network with other managers/supervisors
-  Accept the role for all the right reasons

YOU ARE MOVING FROM THE ROLE OF CONTRIBUTOR TO VISIONARY

Instead of just being given tasks to do, supervisors are in a position that is expected to advance and innovate.

DON'T ISOLATE YOURSELF

Network with other managers. Seek out a mentor. Grow before you go.

USE HUMAN RESOURCES:

It's in the name. HR can be a huge resource in supporting your growth as a supervisor. Seek their guidance.

DUTIES & RESPONSIBILITIES

THE MAIN SHIFT IS UNDERSTANDING
THAT YOU NOW WORK THROUGH
OTHERS

 You will have a lot of outward facing communication.

 It is important to build rapport.

 You will need to give direction.






OUTWARD FACING COMMUNICATION

- SPOKESPERSON
- LIAISON
- MEDIATOR/FACILITATOR
- COMMUNICATOR
- CONFLICT MANAGER
- MOTIVATOR
- TIME MANAGER










BUILDING RAPPORT

- FOLLOW UP & COMMITMENT
- COACH & MENTOR
- LISTEN
- ROLE MODEL/ETHICS
- TECHNICAL EXPERT









GIVING DIRECTION

- DISSEMINATOR/DELIGATOR
- DECISION MAKER
- PLANNER/ORGANIZER
- ANALYZER
- VISION PROVIDER





SUPERVISOR LIABILITY...



LIABILITIES



PERSONAL LIABILITIES

- FEHA

EMPLOYMENT VIOLATIONS

- Family & Medical Leave Act
- Equal Pay Act
- COBRA

FRAUD/BREACH OF FIDUCIARY DUTY

- ERISA
- Embezzlement
- Conspiracy
- Contract interference

SAFETY NEGLIGENCE

- OSHA

MANAGEMENT LIABILITY

That will get you sued...



That will get you sued...



COMMON MISCONCEPTIONS

There are often assumptions about gaining a supervisory role that we want to debunk

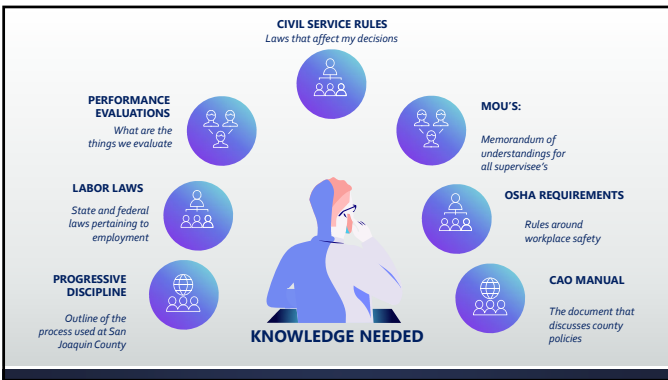
- My skills I have developed as an individual will serve me well as a manager
- Being a manager/supervisor will be less stressful than in individual contributor because I can just make everyone else do the work.
- My new role will provide me the opportunity to make my mark as an outstanding performer.
- Being a manager/supervisor will give me the autonomy and freedom to act.
- I will have greater job satisfaction as a manager.
- I will now have the power to obtain resources my team needs.
- Managing others means directing them and ensuring they accomplish delegated tasks

The trouble with the world is not that people know too little; it's that they know so many things that just aren't so.

~ Mark Twain



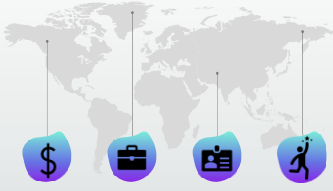
What are some things you think you need to make yourself aware of?



BENEFITS
There are many upsides to advancing into supervisory roles

LET'S GET INTO IT:

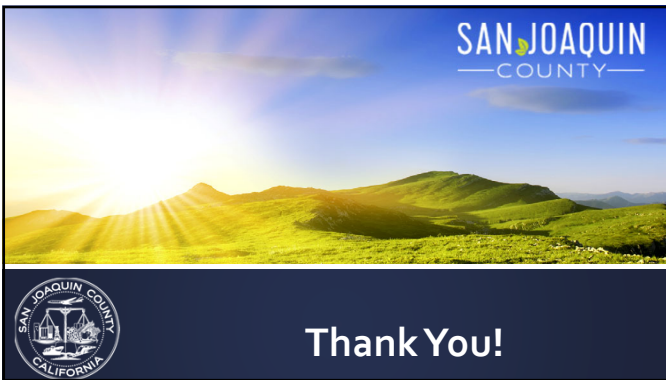
- Career advancement
- Higher pay
- More influence on company culture
- Personal growth and development
- Help employees develop and improve
- Identify your leadership style
- Create a better work environment
- Personnel Decisions



QUESTIONS



SAN JOAQUIN
COUNTY



Thank You!



Buddy to Boss

BUDDY
TO
BOSS



SAN JOAQUIN
COUNTY

WE WILL BEGIN PROMPTLY AT 9:00 AM

PLEASE TURN OFF YOUR MICROPHONES AND CAMERAS
PRESENTED BY | HUMAN RESOURCES


OBJECTIVES



- Understand the transition from employee to manager is a process
- Be aware of your duties and responsibilities
- Avoid common mistakes made by new managers
- Identify ways to handle difficult employees and situations
- Understand the power dynamic

"Talent wins games, but teamwork and intelligence win championships."

- Michael Jordan



1

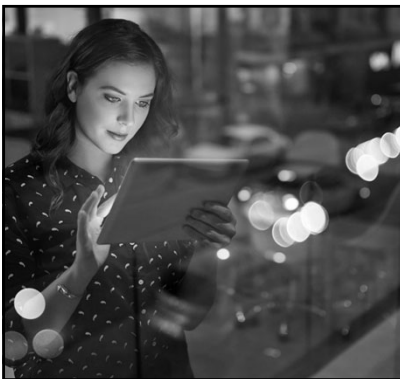
Buddy to Boss





Setting the stage

- Quietly celebrate
- Have the conversation with your work buddy
- Communicate
- Set clear boundaries
- Start from scratch
- Treat each individual equally
- Don't let it hurt your feelings



IT'S A PROCESS

Training
Practice
Reflection
Feedback

Act like you belong...

- Eliminate any doubt in your ability
- You do belong...you did the work to get the role
- Up your wardrobe to reflect your position
- Do your research
 - Meetings
 - Projects
 - Strategic Plan



What do you believe to be true about the role of a supervisor?



What attitude does a new supervisor need?

What do you do?

Your role



WORK THROUGH OTHERS



CULTIVATE RELATIONSHIPS



BUILD A SOLID TEAM



PROVIDE DIRECTION/VISION



Attitude

- Confidence in your skills
- Know when to ask for help
- Realize **YOU** are the role model
- Stay positive – Realistic
- Be humble – there is always room to grow and learn
- Be willing to do anything you ask of your staff



No one is respecting my authority



- problem...

1. Won't acknowledge my authority
2. Comes to you for help with every little thing
3. Wanted the "supervisor" position
4. Constantly and consistently comes in late
5. Clashes with other employees
6. Is constantly competing with you
7. Says that my position is going to my head

- Solution...

1. Hold strong leadership. Maintain a positive attitude and document your expectations.
2. Coach them. Guide them to start coming up with their own solutions.
3. Behave like the new supervisor you are. Maintain equity and professionalism. Don't apologize for your advancement and continue to coach and mentor all of your staff.
4. Try to understand the cause and work with staff to understand the importance of consistency.
5. Stay neutral. Seek support from HR. Do some teambuilding.
6. Don't derail your success by getting dragged into a contest. Take it as a compliment and use their ambitions to coach them towards their own career growth.
7. Talk about the new dynamic. Focus on ways you can be a good leader for them.

- People are resistant to change
- Just because you were ready for the change, doesn't mean everyone else is
- Not everyone will be happy about your promotion

DON'T TAKE IT PERSONAL...



Key Takeaways



It's okay to be friendly

You want your team to respect you, follow you, and help you to achieve your vision.

"Every time we interact with another person at work, we have a choice to make: do we try to claim as much value as we can, or contribute value without worrying about what we receive in return?"

~Adam Grant





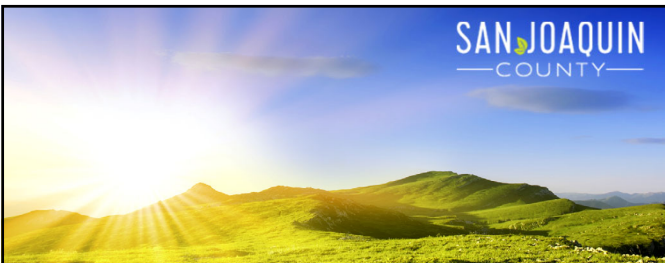
Call to Action

What are the key things you want your staff to think of when they think of you?
What it is you want your supervisory legacy to be?

QUESTIONS



SAN JOAQUIN
COUNTY



SAN JOAQUIN
COUNTY




Thank You!



The 1st Line Supervisor

THE 1ST LINE SUPERVISOR

SAN JOAQUIN
COUNTY



WE WILL BEGIN PROMPTLY AT 1:30 PM

PLEASE TURN OFF YOUR MICROPHONES AND CAMERAS
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objectives

☐ Be aware of your duties and responsibilities

☐ Understand the vital role of coaching, visioning, influencing and delegating

☐ Avoid common mistakes

☐ Self-assess yourself on supervisory competencies

Introduction

▪ This course is designed for employees to understand some of the roles and responsibilities that first line supervisors are responsible for.

The 1st line supervisor oversees the daily work activities.

Senior managers drive the vision.

*1st line supervisors are the link between management and employees.

THE 1ST LINE SUPERVISOR

Be the leader you wish you had



PRIMARY GOALS

Communicate
&
Take Action

“ The single biggest problem in communication is the illusion that it has taken place ”

George Bernard Shaw

How many of you feel like you know what is happening in the county / your department?

Where did you learn this information?


communicate

Link between management and the workforce


- Actively listen and observe
- Know how to improvise
- Keep your team informed
- Offer and receive feedback
- Be consistent/fair
- Establish a management framework
- Be organized
- Accept responsibility

THE 1ST LINE SUPERVISOR


Forms of communication




COACHING
A tool that offers many benefits for employee growth



VISIONING
Imagine how the organization will develop in the future



INFLUENCING
Transforming the behaviors of employees through communication policies and actions



DELEGATING
Assist employees in growing and developing their skills



Take action

ESTABLISH SCHEDULES, MEETINGS, ETC.	EXPLAIN YOUR EXPECTATIONS	CLARIFY STAFF'S JOB ROLES & YOUR JOB ROLE	REINFORCE POLICIES	COMMUNICATE ORGANIZATIONAL VISION
Time management is a high priority	Job expectations will keep your employees focused	Eliminate confusion	Provide a road map for day-to-day operations	Inspire, clarify and focus the work

THE 1ST LINE SUPERVISOR

Avoid common mistakes



LOSING SIGHT OF THE BIG PICTURE
Don't get so caught up in the day to day that you lose sight of the purpose



DON'T SET CLEAR OBJECTIVES
When you lack clear goals, the path to success becomes clouded



NEGLECT TO NETWORK / REPRESENT THE COUNTY
Not having a "rolodex" of peers and community partners is a big no no



LACK DELEGATION
By not delegating, you won't get the support you need and you won't give your staff growth opportunities



FAIL TO GIVE / RECEIVE CONSTRUCTIVE FEEDBACK
Failure to act by giving and receiving feedback could be dire in the end

THE 1ST LINE SUPERVISOR

Avoid common mistakes cont...

 NEGLECT GOOD PERFORMANCE / AVOID CORRECTING INADEQUATE PERFORMANCE Stop and smell the roses, but don't hesitate to pull the thorns	 DON'T KEEP YOUR STAFF/BOSS INFORMED Not keeping everyone updated and informed can cause confusion, distrust and disinterest	 DON'T ASK FOR HELP So many people are afraid to look like they don't know what they are doing so they don't ask for help	 NEGLECT YOUR PERSONAL LIFE / DON'T COPE WITH STRESS Find the balance to ensure there is no negative effect on your wellness	 DON'T PROJECT CONFIDENCE Doubting your own abilities inhibits people from wanting to follow your lead
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THE 1ST LINE SUPERVISOR

Self evaluation

 SEARCH OUT FEEDBACK FROM YOUR SUPERVISOR <ul style="list-style-type: none">You want to ensure that you are being held accountableCultivates your working relationshipImprove your work quality	 ALLOW OTHERS TO EVALUATE YOU <ul style="list-style-type: none">Improves the work environmentBuilds trustEngages employees	 LEADERSHIP ASSESSMENT TOOL <ul style="list-style-type: none">Improves leadership skillsHelps to direct your areas of growthAllows you to discover your strengths
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The 1st Line Supervisor



SUMMARY

At San Joaquin County, we believe in giving 100%. No matter what your role is here, we expect our staff to offer the highest level of service and commitment to those in the community in which we are in service to.

Supervisors are direct reflections of our organization and should behave and respond accordingly in order to ensure that when someone says San Joaquin County, it is synonymous with growth.

Afterall, **greatness grows here.**

QUESTIONS



SAN JOAQUIN
COUNTY



SAN JOAQUIN
COUNTY



Thank You!

DEVELOPING FUTURE LEADER SERIES COMPLETION FORM

(Please Print/Fill Out/Sign/Return)

Name: _____ Employee ID # _____

Job title: _____

Department: _____

I acknowledge that I fully participated in the following trainings in their entirety & received all of the backup documentation & policies for the designated course(s):

<u>Completed</u>	<u>Date</u>	<u>Course Title</u>
<input type="checkbox"/>	_____	HR0816- DFSL: Understanding the County Structure
<input type="checkbox"/>	_____	HR0817- DFSL: So You Want to be a Supervisor?
<input type="checkbox"/>	_____	HR0818- DFSL: Buddy to Boss
<input type="checkbox"/>	_____	HR0819- DFSL: The 1 st Line Supervisor

I acknowledge that it is my responsibility to agree and adhere to the principles and guidelines in the training and in these policies.

Employee Signature: _____ **Date:** _____

Note:

The information on this form will be used to accurately identify employees who have received training. This form will be filed in the employee's PeopleSoft training records for the purpose of identifying which employees have been trained.

Once you have completed all of the courses in this series, please return your completed form to sicengage@sjgov.org in order to receive credit for your trainings and to be placed on the list for your program completion certificate.