



DEPARTMENT TRAINING PROCESSOR PROCEDURES MANUAL



SAN JOAQUIN
— COUNTY —
Greatness grows here.





DEPARTMENT TRAINING PROCESSOR

PROCEDURES MANUAL

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INTRODUCTION

A. SAN JOAQUIN COUNTY HUMAN RESOURCES DIVISION MISSION STATEMENT

The mission of Human Resources is to partner with all county departments, community organizations, and educational institutions to recruit, develop, and retain employees of the highest quality and competency and who represent the diverse community we work and live in.

B. SJC ENGAGE MISSION STATEMENT

SJC Engage is a division of Human Resources that is solely focused on providing top-notch professional development and personal wellness opportunities to each employee of San Joaquin County.

C. OBJECTIVE

The Department Training Processor (DTP) Procedures Manual is designed to assist all Department Training Processors with their assigned tasks as it relates to signing up, tracking and reporting trainings for their departmental staff.

SECTION I: WHAT IS A DEPARTMENT TRAINING PROCESSOR?

A. THE ROLE OF THE DEPARTMENT TRAINING PROCESSOR

Department Training Processors are assigned the responsibility of tracking departmental staff training requirements as an assigned duty in their role.

i. RESPONSIBILITIES

The Department Training Processor is responsible for ensuring compliance of all trainings. This includes making sure that all staff have completed any required trainings within the time frames that are set forth by the Human Resources and Departmental guidelines. Some courses will need to be repeated in order to maintain compliance. It is the responsibility of the DTP to notify staff when it is time to sign up for trainings. Please give staff ample time to sign up for trainings if they are set to expire on any course compliance time frames.

Department Training Processors are also responsible for ensuring that staff are signed up for their courses, notified of the sign up, and in communication with the Staff Development unit within San Joaquin County Human Resources should there need to be a change in the registration of an individual signed up for a course.

Some responsibilities of a Department Training Processor include:

- Direct staff to view the online catalog
- Receive Training Request Forms from staff
- Verify space availability in a class
- Sign staff up for requested classes
- Notify employees of successful course registration
- Inform staff of training renewal deadlines
- Run reports for Human Resources and Departmental mandatory and elective trainings

- Track employee training and expiration dates
- Notify supervisors if employees fail to attend a training

ii. TRAINING TYPES

There are certain training requirements that are either federal, state, local and/or organizationally mandated. Staff are required to take these trainings in conjunction with the policies set forth by the Human Resources Division of San Joaquin County. DTP's are responsible for tracking the progress of mandated course completion for the staff within their division.

Additional trainings that may be tracked are division specific mandated trainings outside of the trainings that are required from Human Resources. All of the division specific mandated trainings are also tracked by the DTP. In order to know what courses are considered mandatory for a specific department, you will need to obtain this information from your department's personnel policies or your supervisor or Department Head.

Staff may be interested in signing up for trainings that are not required. These voluntary elective trainings are also tracked by the DTP. These courses may include topics to support individual health and wellness as well as professional development topics meant to enhance an employee's skills in a particular area.

All course sign-ups are done in the county PeopleSoft system. Tracking and reporting can be done through this system.

SECTION II: COURSE CATALOG

A. WHAT IS THE COURSE CATALOG?

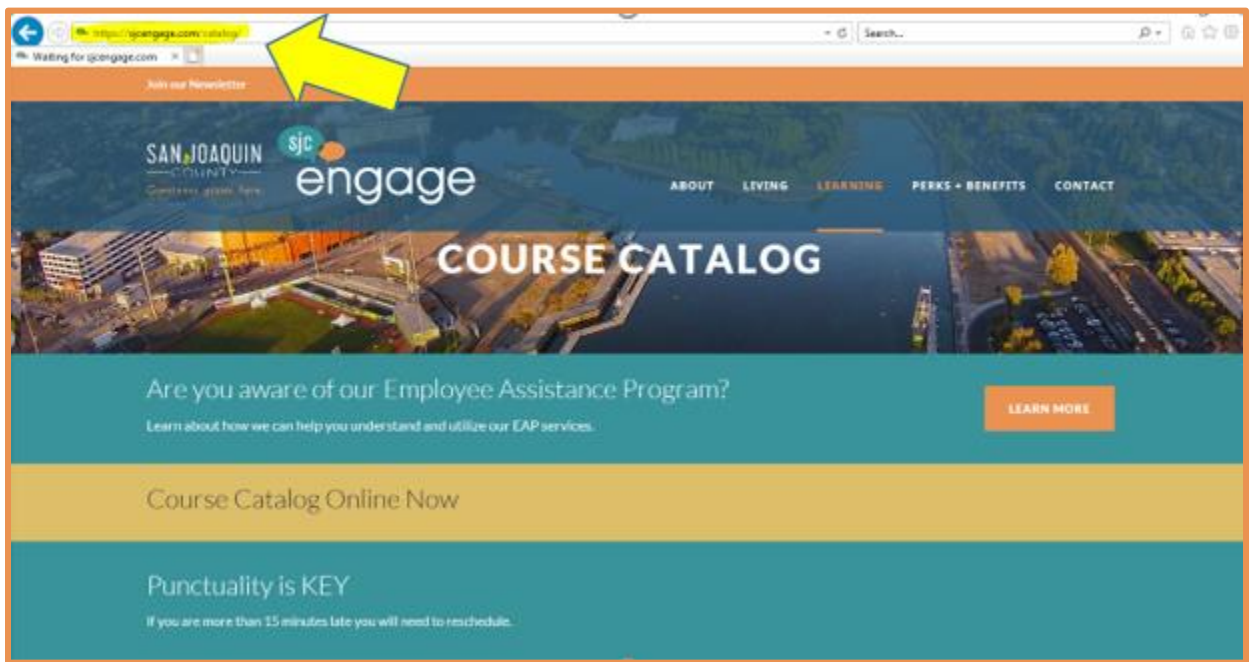
San Joaquin County Human Resources continually makes investments in the professional development of our staff. Through the Staff Development unit's *SJC Engage* program, staff are offered the opportunity to take not only mandated courses, but courses that offer support in professional development, and health and wellness.

i. CATALOG DISTRIBUTION

The San Joaquin County Staff Development catalog gets released for online viewing approximately one month prior to a new session. There are two convenient ways to view the catalog; you can choose to view the courses online directly on the site, or you can choose to print out a pdf copy of the catalog. Please note that the online information is the most up to date information.

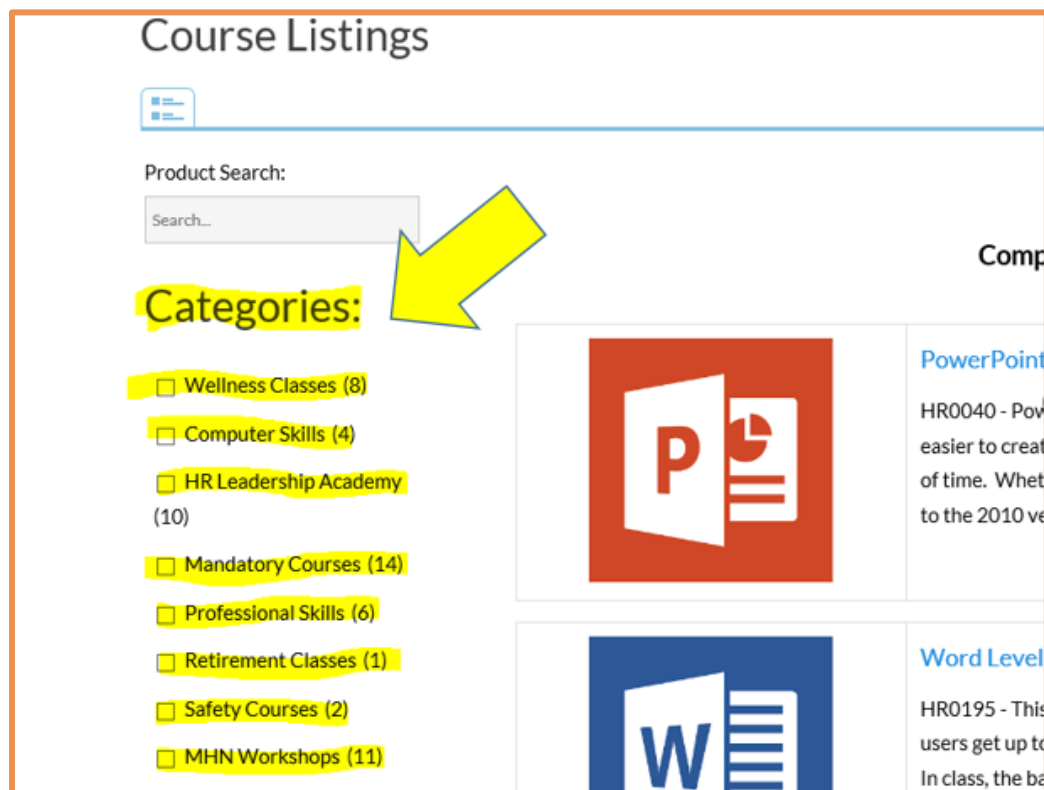
ii. VIEWING COURSES

The course catalog can be viewed by logging on to <https://sjcengage.com/catalog/> or by going to www.sjcengage.com and from the home page click on the learning tab.

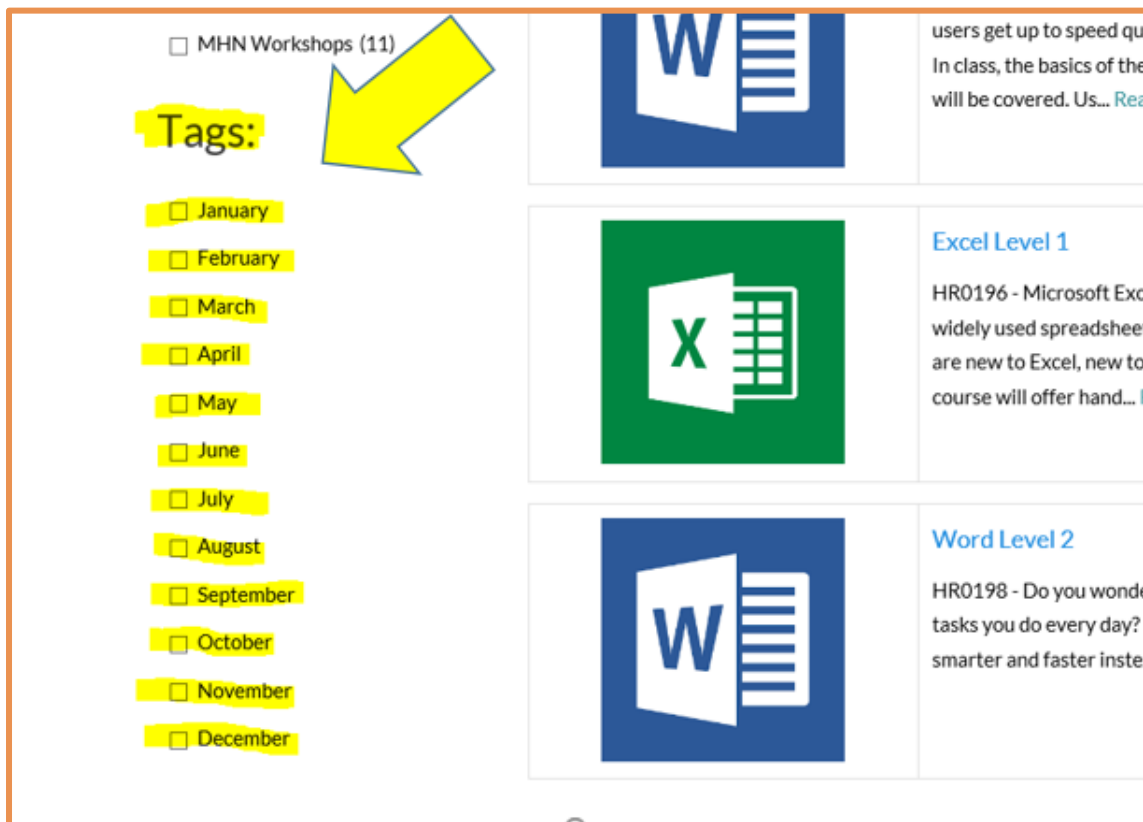


Once you've pulled up the SJC Engage website for the course catalog, you can make a selection on the left tool bar that will allow you to filter your search based on category or tags.

Categories filter the course results by course type.



Tags filter the courses by the month they are being offered.



iii. LIST OF MANDATORY HR COURSES

Some courses are mandated by the Human Resources Division and other courses have site specific mandates. Please find a list of the HR mandated courses attached to this document. (Appendix A)

B. TIMELINES

There are two catalogs that get published each year. The Session I catalog lists courses from January 1 through June 30. The Session II catalog lists courses from July 1 through December 31.

Session I Catalog	Session II Catalog
Course Offerings from January 1- June 30	Course Offerings from July 1 – December 31
Catalog is released & signups can begin the week of December 1	Catalog is released & signups can begin the week of June 1

SECTION III: BLOCK TRAININGS

A. NEW EMPLOYEE ORIENTATION (NEO)

San Joaquin County Human Resources has created a structured process for new employee orientation and onboarding. As part of our continuous improvement efforts to ensure a positive new hire experience, and to ensure consistency in our on-boarding processes County-wide, Human Resources, through our SJC Engage Program, has developed a mandatory 2-day orientation process for the purposes of familiarizing and training staff on what it means to be a county employee.

This orientation will formally welcome new staff to the County, and provide pertinent information regarding Employee Benefits, applicable County policies, as well as a general

introduction to County government and the services we provide to the public. Required and beneficial training will also be provided. Each department will be required to support their staff through their traditional departmental onboarding process that is specific to the employee's job classification or work-site after the two days of County-wide orientation.

It has long been County policy to establish the first day of work for new hires as the first day of a payroll period. All new hire employees will begin their first day of employment on the Monday determined to be the first day of the pay period (excluding Monday Holidays). The new employee orientation will be (2) full days (Monday and Tuesday during non-holiday weeks and Tuesday and Wednesday during holiday weeks).

All new County employees, regardless of their department, position or employment status (full-time, part-time, temporary/seasonal) are required to attend this two-day orientation to ensure they receive five of the mandated training/information requirements for County employees. This new employee orientation program will alleviate the need to pull new employees from work for these trainings within their first six months of employment.

i. NEO COURSES

Day 1

- New Employee Orientation
- COVID-19
- New Employee Benefits
- Diversity Respect & Inclusion

Day 2

- Cyber Security
- Workplace Violence Awareness & Prevention
- Discrimination and Harassment Awareness & Prevention

ii. SIGNING UP FOR NEO COURSES

In order to sign a staff member up for classes in PeopleSoft, they have to have an active profile already generated in the system. For those departments that have their new hires come in prior to their start date to fill out all of their new hire forms, as a Department Training Processor, you will have the ability to register your staff member into the PeopleSoft systems, assuming they already have their profile established.

For those Department Training Processors who do not have their staff members in the PeopleSoft system yet, you will follow the instructions from the Welcome Letter Process below.

Please note: You will need to sign your new employee up for each of the five courses individually for the two-day orientation. This means going into the PeopleSoft system and signing them up for five courses over two days.

iii. NEW HIRE WELCOME LETTER

Newly hired employees will receive a formal Welcome Letter (Appendix B) from Human Resources through *SJC Engage*. This will provide information regarding where new employees are to report on their first days of employment. This letter should not replace the departments formal offer letter of employment which departments are still required to provide to new hires. In addition, the letter will include information regarding required documentation for I-9 purposes. This information will be verified by a Human Resources Representative and signed by the employee on their first day of orientation.

In some cases, the Department Training Processor is also the Department Payroll Processor and would need to ensure appropriate processes are being followed in regards to ensuring that staff are signed up for their new employee orientation by informing Staff Development of a new staff member.

The New Hire Welcome Letter Process is as follows:

- a. Once an employee has accepted their offer of employment and all conditional job qualifications have been processed and accepted, the hiring department for that new employee will need to send an email to sjcengage@sjgov.org informing the Human Resources Staff Development team of their new hire.
- b. This information should be sent over as soon as possible in order for new employees to receive their welcome letter and details in a timely manner. In extreme circumstances, letters will be accepted up until Thursday at 5:00pm prior to the scheduled day one of new hire orientation.
- c. The welcome letter is a supplement for and not a replacement of any offer of employment for a new employee. Offer letters should still be sent out to all new hires.
- d. The 2-day orientation is mandatory for all full-time, part-time, seasonal and temporary employees.
- e. If an employee cannot attend the mandatory training, they will not be permitted to begin employment until the next session on the following first day of the pay period

iv. Virtual NEO

Due to COVID-19 and current social distancing restrictions, SJC Human Resources is pleased to announce a newly structured virtual New Employee Orientation (NEO) process. This will allow our new employees (Temporary/Seasonal, Part-time, Full-time and Exempt) to continue to learn about our organization starting from the first day of employment. The orientation will be held using the Microsoft Teams platform and will be a combination of self-guided online training and live instructor led training.

It will be at the discretion of each department as to the location the employee participates in New Employee Orientation. The technology requirements include; access to a computer with speakers and the ability to participate in the chat in order to fully participate in the virtual training. A microphone is not required. When contacting your new employees, you will need to let them know your expectations of their physical location for the training. The information new staff will receive in their welcome email will give details on their expectations for the first two (2) days of this new employee training.

B. HUMAN RESOURCES LEADERSHIP ACADEMY (HRLA)

Supervisors and Managers have added responsibilities which require additional trainings that are more in depth and tailored to the role of the supervisor. The Human Resources Leadership Academy (HRLA), was designed to provide tools and knowledge to all managers and supervisors who have staff that report to them; or may have the responsibility to communicate County regulations, policies and procedures.

The Academy consists of courses that review the nine critical dimensions necessary for successful leadership. All courses are taught by San Joaquin County Subject Matter Experts. After the successful completion of all of the courses within the nine course series, Supervisors will receive an official training completion certificate with signatures from the Chair of the San Joaquin County Board of Supervisors and the Director of Human Resources. Individual course certificates will be given at the end of each class.

HRLA COURSES:

1. Civil Service Rules
2. Introduction to the Role of the Leader
3. Risk Management: What Every Manager Should Know
4. EEO: Discrimination and Harassment Laws & Prevention
5. Communication and Conflict Management
6. Hiring and Interview Skills
7. Intro to Progressive Discipline
8. Leave Administration
9. SJC Performance Evaluation Guidelines
10. Understanding the Internal Structure
11. Payroll, PeopleSoft and FLSA
12. Union Relations for Managers

i. COHORTS

In an effort to promote participation and networking, all HRLA classes are offered in a cohort series. These cohorts allow a group of supervisors to enter into the program in a structured stream of courses. They would participate in a three-month long series where in which they would go through the program with the same cohort of colleagues.

Every three months, a new cohort of supervisors would begin the series. By creating a design that offers supervisors the opportunity to be in the same courses with the same staff members, they are allowed the opportunity to network and build relationships with other staff in similar roles. The flow of the series and how supervisors take the courses is structured in a way that allows the material to tell a story and to make sense between course content.

ii. WHO SHOULD TAKE THE CLASS

It is recommended that all newly hired supervisors and managers complete the HR Leadership Academy within one year of their appointment to a supervisory role. This course series is intended for supervisors and managers who have direct reports assigned to them. These classes are not intended for general or front line staff who do not have a role in a supervisory capacity.

SECTION IV: FEE SCHEDULE

Training is free for all San Joaquin County Employees. However, departments are charged for the following:

Computer Courses.....	\$49.99
No Shows	\$45
Cancellation 3 business days or less prior to training	\$45

Cancellation 4 business days prior to training	No Charge
Cancellation with Substitution	No Charge
Non-County employee (half-day training)	\$60
Non-County employee (full-day training)	\$110
Non-County employee (computer courses)	\$75

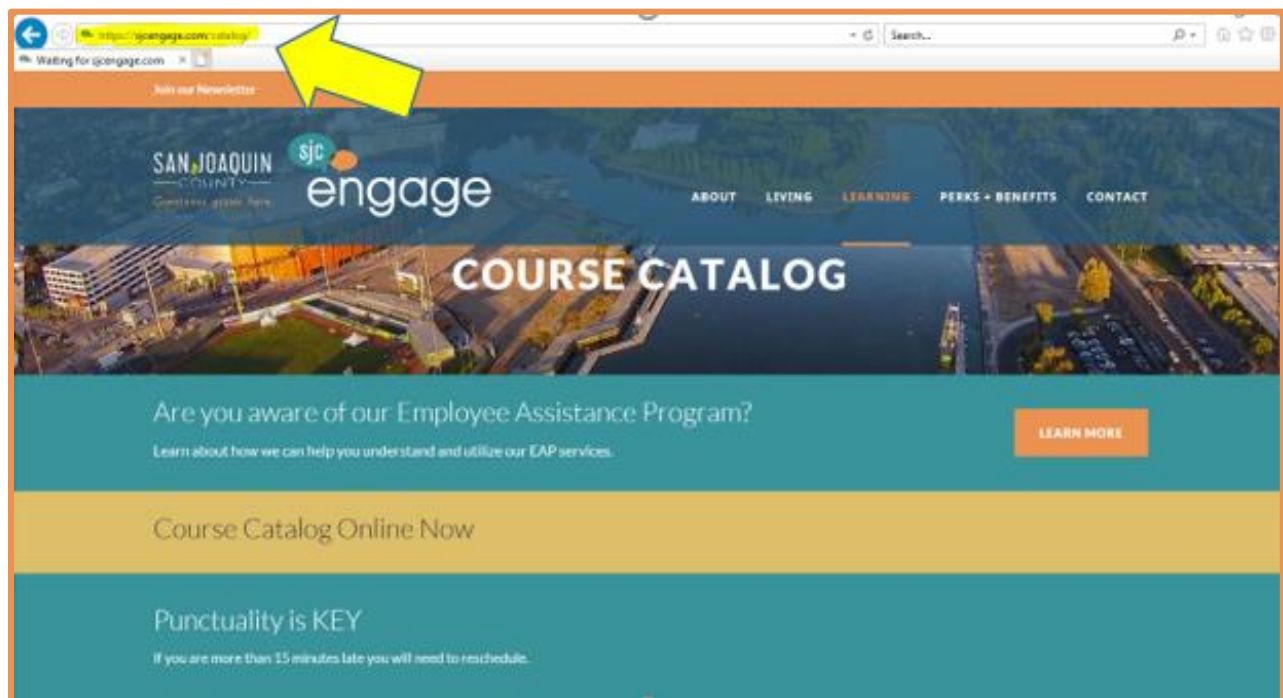
SECTION V: TRAINING REQUESTS

A. STAFF SIGN-UPS

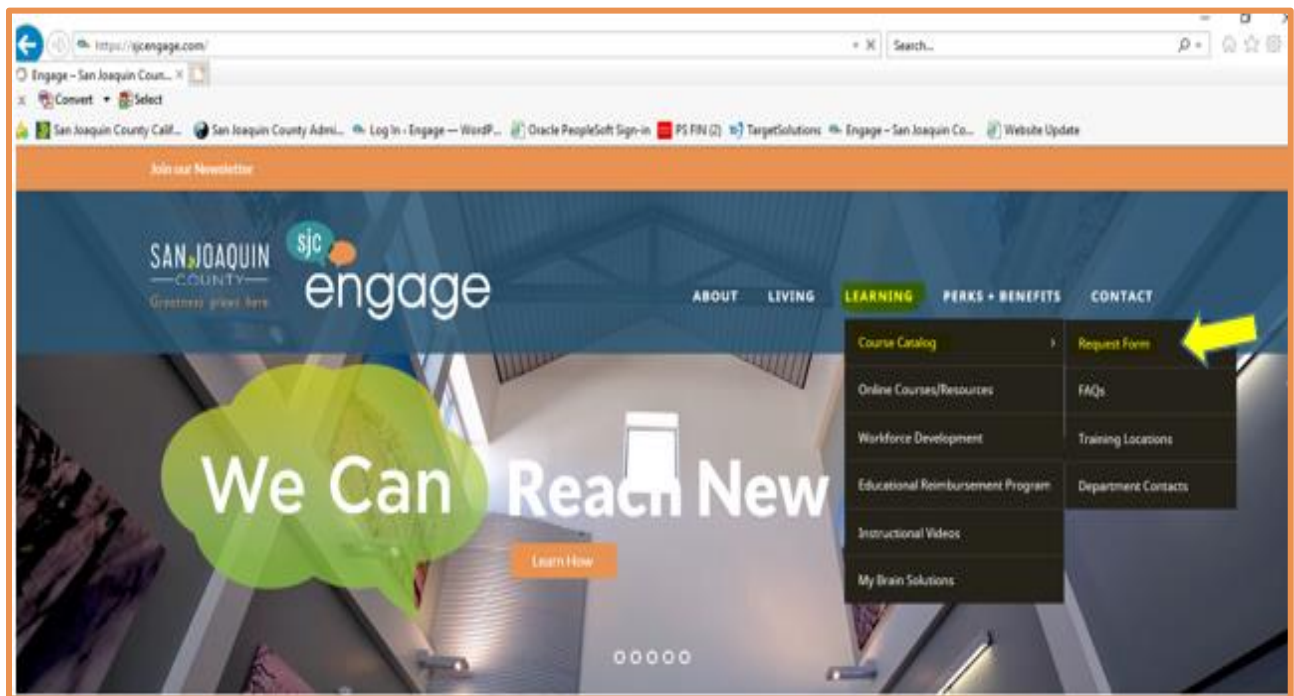
In order for staff to request enrollment for a training course, the staff members will need to complete an SJC Training Registration Form. The staff member will submit to their Department Training Processor by mail, fax or email. The SJC Training Registration Form is located on sjcengage.com or sjgov.org.

How to locate the SJC Training Registration Form on SJCEngage.com

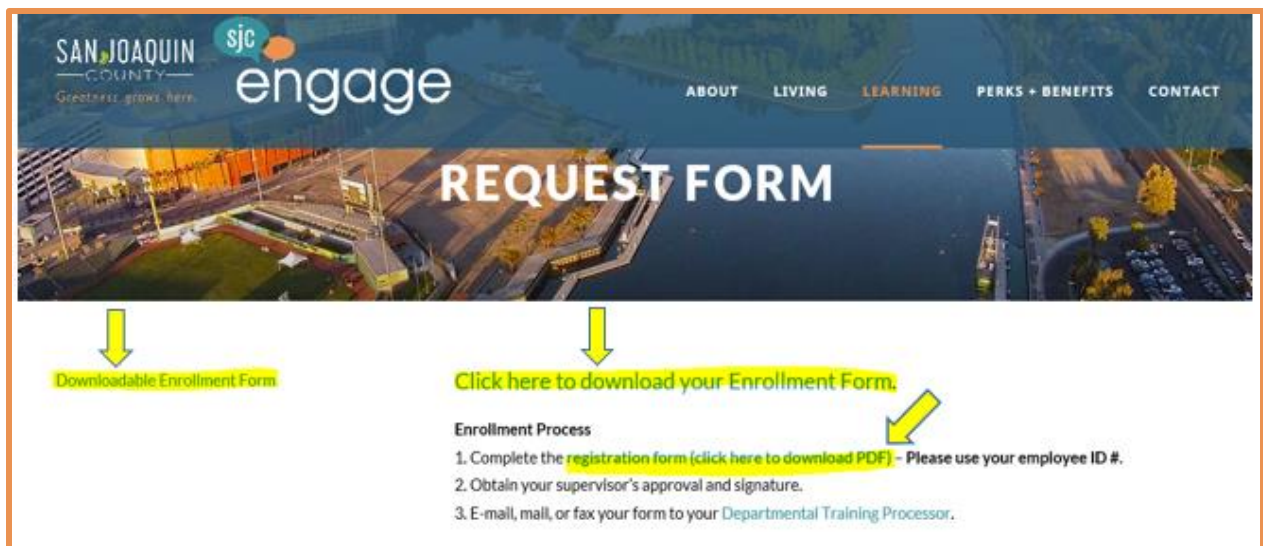
Go to sjcengage.com.



Scroll over Learning, Course Code and click on Request Form.

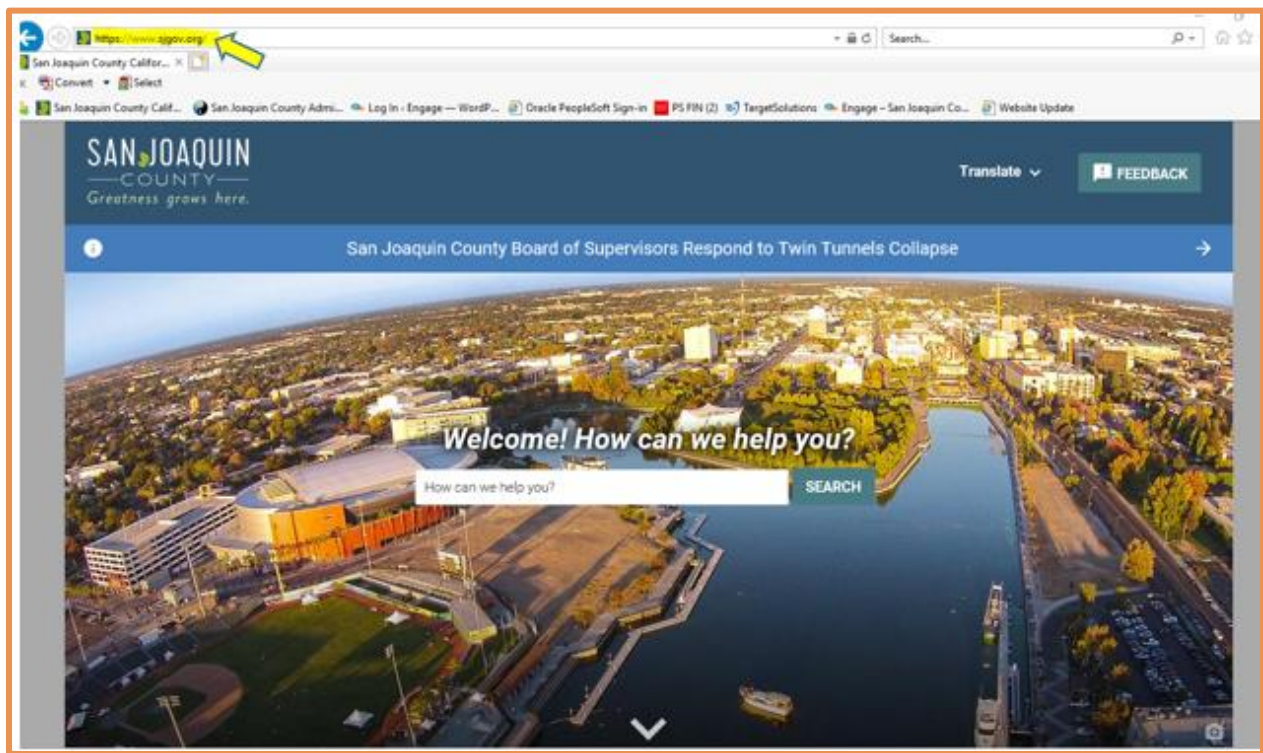


Click any one of the three options.

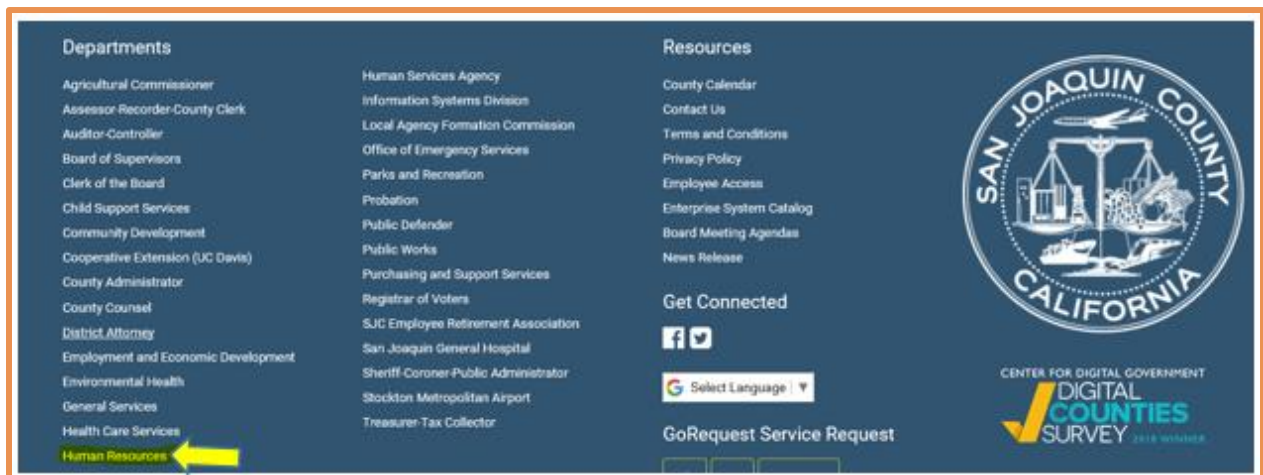


How to locate the SJC Training Registration Form on sjgov.org

Go to sjgov.org.



Scroll down and click on Human Resources.



Scroll Down, under Quick Links click on Professional Development.

Quick Links

[General Information](#) >[Labor Relations](#) >[Pay Days and Holidays](#) >[Equal Employment Opportunities Office](#) >[Employee Benefits](#) >[Risk Management & Employee Safety](#) >[Leave Administration](#) >[Professional Development](#) >[Employment Information and Job Opportunities](#) >

Scroll down to Documents, click on Registration Form.

Documents

[Department Training Processors](#)[Mandatory Training Courses](#)[New Employee Training Checklist](#)[Registration Form](#)[Training Library](#)[Training Enrollment FAQ's](#)

i. SUPERVISOR APPROVAL

Prior supervisor approval is required for staff who want to sign up for classes. The SJC Training Registration Form has a section that requires a supervisor's signature. As a Department Training Processor you will need to ensure that this approval has been given. Supervisors will need to verify that attending the course will not interfere with regular workload duties and responsibilities.

ii. SJC TRAINING REGISTRATION FORM

Appendix C

B. DEPARTMENT TRAINING PROCESSOR SIGN-UPS

Once a Department Training Processor receives a completed SJC Training Registration Form it is your job to process enrollment. First you will need to verify that the form has been completely filled out and has the appropriate supervisor approval. The enrollment is completed in PeopleSoft. You will need to keep the enrollment form for training enrollment notification purposes.

i. SJC TRAINING REGISTRATION FORM REQUESTS


Appendix D

ii. PEOPLESOFT

1. WHAT IS PEOPLESOFT

PeopleSoft is San Joaquin County's internal database for employee data collection. PeopleSoft will be used to support training sign ups, tracking, and reporting. If you do not have access to some of the data paths, please have your supervisor request access through Information Systems Division (ISD).

ORACLE
PEOPLESOFT



User ID

Password

Select a Language

[Sign In](#)

[FORGOT MY PASSWORD](#)

**SAN JOAQUIN COUNTY
CAPS HRMS**

2. SPACE AVAILABILITY

The first step in enrolling a staff member in the course is verifying space availability in the course requested.

Log in to PeopleSoft.

ORACLE

Home | Worklist | Performance Trace | Add to Favorites | Sign out

Personalize Content | Layout | ? Help

Timesheet Quick Links

- [Timesheet](#)
Report your time for the pay period. Absences occurring during the current pay period are also requested here.
- [Absence Request](#)
Request absences for "future" pay periods.
- [Absence Request History](#)
View a history of all your requested absences.

Important Announcement

PeopleSoft Functionality Changes Coming Soon

New Employee Self Service functionality will be implemented in the near future, including improved access via mobile devices. In anticipation, enhanced security features will be implemented including password controls.

We have reset all user passwords as of April 8th.

If you have not done so already, please head over to [My System Profile](#) to update your password reset email and security questions so you can reaccess your account if you have forgotten your password.

Navigate to:

Favorites ▾ | **Main Menu** ▾ > **Administer Training** ▾ > **Student Enrollment** ▾ > **Enroll Individually**

Type in HR in “Course Code”, “Course Start Date” and click Search.

Enroll Individually

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Course Code begins with ▼ HR

Course Session Nbr begins with ▼

Description begins with ▼

Course Start Date = ▼ 06/04/2019

Training Facility begins with ▼

Session Language begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Select Course.

Search Results

View All

First 1 of 1 Last

Course Code	Course Session Nbr	Description	Course Start Date	Start Time	End Time	Training Facility	Training Facility Name	Session Language
HR0686	0009	Diversity, Respect & Incl. Ref	06/04/2019	9:00AM	10:30AM	ADMIN	Administration Building	(blank)

“Max Students” is the maximum numbers of students allowed to enroll in a course. “Nbr Enrolled” shows the number of students currently enrolled. In the example below, there is one space available.

Enroll Individually

Course HR0686 Diversity, Respect & Incl. Ref Session Nbr 0009 Active
 Start Date 06/04/2019 Start Time 9:00AM End Time 10:30AM
 Facility Adminsitra Room Code Room Number
 Min Students 15 Max Students 38 Nbr Waiting 0
 Nbr Enrolled 37

Prerequisite Checking Transfer-Course Session Setup

Attendance Find | View All First 1 of 40 Last

Empl ID [REDACTED] Empl Record 0
 *Attendance Enrolled Status Date 05/03/2019
 Training Reason Letter Code Date Letter Printed
☐ Prerequisites Met Grade

Department
 Business Unit SJ001 San Joaquin County
 Department 4040700000 Behavioral Health Admin

Demand from Budget Training
 Search Criteria Demand ID
☐ Population ☐ Catalog

Save Return to Search Notify

3. ENROLLING A STAFF MEMBER

Once space availability is confirmed you will add the staff member to the course.

Log in to PeopleSoft.

Oracle PeopleSoft Interface

Home | Worklist | Performance Trace | Add to Favorites | Sign out

Personalize Content | Layout | Help

Timesheet Quick Links

- Timesheet**
Report your time for the pay period. Absences occurring during the current pay period are also requested here.
- Absence Request**
Request absences for "future" pay periods.
- Absence Request History**
View a history of all your requested absences.

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Navigate to:

Navigation Path: Favorites ▾ | Main Menu ▾ > Administer Training ▾ > Student Enrollment ▾ > Enroll Individually

Type in "Course Code", "Course Start Date" and click Search.

Enroll Individually

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Course Code begins with

Course Session Nbr begins with

Description begins with

Course Start Date =

Training Facility begins with

Session Language begins with

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Click on + sign.

Enroll Individually

Course HR0686 Diversity, Respect & Incl. Ref

Session Nbr 0009 Active

Start Date 06/04/2019

Start Time 9:00AM

End Time 10:30AM

Facility Adminstra

Room Code

Room Number

Min Students 15

Max Students 38

Nbr Enrolled 37

Nbr Waiting 0

Prerequisite Checking

Transfer-Course Session Setup

Attendance

Find | View All First 1 of 40 Last

Empl ID

Empl Record

*Attendance Enrolled

Status Date 05/03/2019

Training Reason

Letter Code

Date Letter Printed

☐ Prerequisites Met

Grade

Department

Business Unit SJ001 San Joaquin County

Department 4040700000 Behavioral Health Admin

Demand from Budget Training

Search Criteria

☐ Population

☐ Catalog

Demand ID

Save

Return to Search

Notify

Type in Employee ID #.

Attendance

Empl ID 000000

Empl Record 0

*Attendance

Training Reason

Letter Code

☐ Prerequisites Met

Department

Business Unit

Department

Demand from Budget Training

Search Criteria

☐ Population ☐ Catalog

Demand ID

Save Return to Search Previous in List Next in List Notify

Click on “Attendance” drop down and select “Enrolled”. If class is full, select “Sessn Wait”.

Attendance

Find | View All First 3 of 41 Last

Empl ID

Empl Record 0

*Attendance Enrolled

Training Reason

Letter Code CON Confirmed

☐ Prerequisites Met

Status Date 06/03/2019

Date Letter Printed

Grade

Department

Business Unit SJ001 San Joaquin County

Department 1012400000 Human Resources

Demand from Budget Training

Search Criteria

☐ Population ☐ Catalog

Demand ID

Save Return to Search Notify

Click Save.

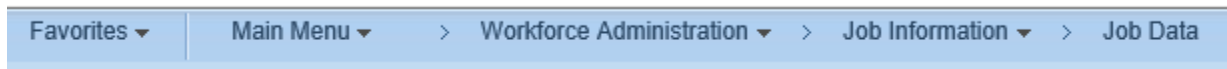
4. SIGNUP ERRORS

In order to register a staff member in the PeopleSoft system, they have to be an active staff member. At times, you may encounter an error when attempting to register a staff member for a course.

a. Active Employee

An employee with active status in PeopleSoft is an individual who is currently employed through San Joaquin County. This is the only status that will allow for course enrollment through PeopleSoft.

In PeopleSoft, navigate to Job Data:



Enter employee ID # or first and last name and click search.

A screenshot of the 'Job Data' search form. The title 'Job Data' is at the top left. Below it is the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Keyword Search'. Below the tabs is a 'Search Criteria' section with a dropdown arrow. The search criteria include: 'Empl ID' (dropdown 'begins with', text input highlighted in yellow with a yellow arrow pointing to it), 'Empl Record' (dropdown '='), 'Name' (dropdown 'begins with', text input highlighted in yellow with a yellow arrow pointing to it), 'Last Name' (dropdown 'begins with', text input highlighted in yellow with a yellow arrow pointing to it), 'Second Last Name' (dropdown 'begins with', text input), 'Alternate Character Name' (dropdown 'begins with', text input), and 'Middle Name' (dropdown 'begins with', text input). Below these are checkboxes for 'Include History' and 'Case Sensitive'. At the bottom are buttons: 'Search' (highlighted in yellow with a yellow arrow pointing to it), 'Clear', 'Basic Search' with a magnifying glass icon, and 'Save Search Criteria' with a floppy disk icon.

These are the results it will show for an active employee.

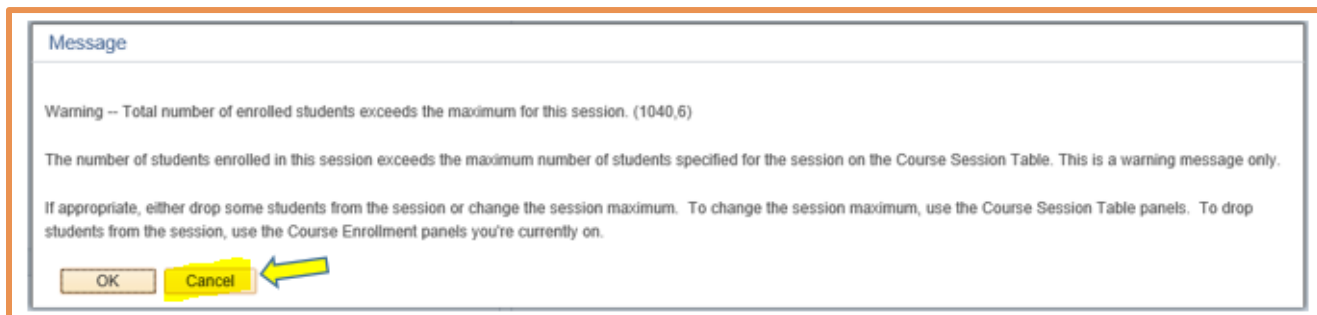
A screenshot of the 'Job Information' tab in the PeopleSoft interface. The top navigation bar includes 'Work Location', 'Job Information' (selected), 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. Below the navigation bar, the employee's name is redacted, and 'Empl ID' and 'Empl Record 0' are displayed. The 'Work Location' section is expanded, showing a table with one row. The row contains: 'Effective Date' 03/04/2019, 'Effective Sequence' 0, 'HR Status' Active (highlighted in yellow with a yellow arrow pointing to it), 'Payroll Status' Active (highlighted in yellow with a yellow arrow pointing to it), 'Action' Hire, 'Reason' New Hire, 'Job Indicator' Primary Job, and 'Current' with a document icon. Navigation controls at the top right include 'Find', 'First', '1 of 1', 'Last', and a 'Go To Row' button.

b. Over Enrollment Error

If you are attempting to enroll an employee and you receive an error message stating that the total number of enrolled students exceeds the maximum for this session, you should not under

any circumstances click ok. You should select the cancel button. This means that there is no available space and the room could exceed capacity.

24-48 hours Prior to any training, Staff Development will review the attendance rosters. If the course is over enrolled, registrations will begin to be cancelled based on time and date of course signups. In extreme circumstances, you may call Staff Development so that we can try to make accommodations to hold a spot for the employee.



iii. TRAINING ENROLLMENT NOTIFICATIONS

As part of your role as a Department Training Processor, upon successfully enrolling a staff member in a training course, you are required to inform the staff member of their successful registration. You should distribute a copy of their SJC Training Registration Form either in –person or via email to the staff member. This form will give the employee key details for class attendance.

The form should also be sent to staff in the instance of a cancellation of a class either through Staff Development, the Department, or an individual cancellation. These notifications will help to serve staff in the event of a signup or a cancellation. Once you have registered an employee, simply check the box titled Registered. If the class is full, check the box that indicates Not Registered. This form should be sent to the employee as soon as you have registered or attempted to register them for the class.

SECTION VI: REGISTRATION CHANGES

Department Training Processors should be notified of registration changes no later than 4 business days prior to training to avoid charges. Staff members, depending on their department's internal process, will either notify their supervisor, Department Training Processor or both. As the Department Training Processor, you will send an email to Staff Development at sjcengage@sjgov.org, informing them of the cancellation and/or substitution if the notice was given less than 4 days prior to the scheduled training. You will also need to cancel the staff member's enrollment in PeopleSoft. You do not need to notify Staff Development if there is a cancellation 4 business days prior to training as long as you cancel the enrollment through PeopleSoft.

If there is another staff member who is attending the class in the absence of the primary enrollee you will need to cancel the enrollment for the primary staff member and enroll the new staff member in to the course in PeopleSoft.

To cancel a registration, start by:

Log in to PeopleSoft.

Oracle HR System Home Page

Navigation: Favorites, Main Menu, Home, Worklist, Performance Trace, Add to Favorites, Sign out

Timesheet Quick Links:

- Timesheet**: Report your time for the pay period. Absences occurring during the current pay period are also requested here.
- Absence Request**: Request absences for "future" pay periods.
- Absence Request History**: View a history of all your requested absences.

Important Announcement: PeopleSoft Functionality Changes Coming Soon

New Employee Self Service functionality will be implemented in the near future, including improved access via mobile devices. In anticipation, enhanced security features will be implemented including password controls.

We have reset all user passwords as of April 8th.

If you have not done so already, please head over to [My System Profile](#) to update your password reset email and security questions so you can reaccess your account if you have forgotten your password.

Navigate to “Enroll Individually”.

Navigation Path: Favorites > Main Menu > Administer Training > Student Enrollment > Enroll Individually

Type in “Course Code”, “Course Start Date” and click search.

Enroll Individually

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Course Code: begins with

Course Session Nbr: begins with

Description: begins with

Course Start Date: =

Training Facility: begins with

Session Language: begins with

☐ Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

Click “Find”.

Enroll Individually

Course	HR0161	Communicate w/Tact & Diplomacy	Session Nbr	0006	Active	
Start Date	06/26/2019		Start Time	1:30PM	End Time	4:30PM
Facility	Administra		Room Code		Room Number	
Min Students	10		Max Students	30		
Nbr Enrolled	17		Nbr Waiting	0		

Prerequisite Checking

Transfer-Course Session Setup

Attendance

Find View All First 1 of 19 Last

Empl ID [REDACTED]

Empl Record 0

*Attendance Enrolled

Training Reason

Letter Code

☐ Prerequisites Met

Status Date 05/03/2019

Date Letter Printed

Grade

Type in employee ID # or first and last name and click ok.

sjgov.net needs some information

Script Prompt:

Enter search string:

000000

OK

Cancel

Click on "Attendance" drop down and select "Cancelled". Click Save.

Attendance

Find View All First 17 of 19 Last

Empl ID [REDACTED]

Empl Record 0

*Attendance Cancelled

Training Reason

Letter Code CAN

☐ Prerequisites Met

Status Date 06/03/2019

Date Letter Printed

Grade

Department

Business Unit SJ001 San Joaquin County

Department 1012400000 Human Resources

Demand from Budget Training

Search Criteria

☐ Population ☐ Catalog

Demand ID

Save Return to Search Notify

SECTION VII: TRACKING & REPORTING

A. TRACKING

Department Training Processors should have an Excel report created where they will track when a staff member last took a mandatory course and when they are due to take the refresher. Due to the report having personal information you will need to make sure you keep it password protected. You will be responsible for giving an employee notice that their training is set to expire and ensure that they are signed up in order to stay compliant with training timeline guidelines.

B. REPORTING

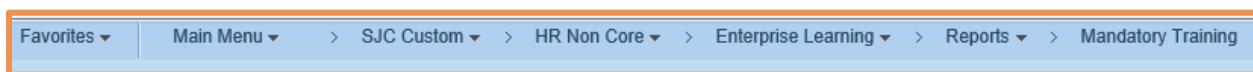
Training reports can be accessed through PeopleSoft. You can pull an individual summary report if you are searching for a specific staff member or reports that include an entire department. Supervisors may request a copy of one of these reports. Individual staff members may also want a copy of their training record.

It is your role to ensure that staff are informed of the training requirement with ample time to sign up for courses. We suggest that you let an employee know at least sixty (60) days prior to an expiration of training compliance to ensure their schedules can align with a course being offered on the topic. A memo informing them that they are nearing expiration is an effective way of informing them of their training requirements. See Training Compliance Notification (Appendix E).

As a Department Training Processor, you are required to send a quarterly tracking report to sjcengage@sjgov.org that shows a list of all of your staff. This will help Staff Development to determine which courses we need to add in any given catalog period as well as whether or not we need to reach out to you for an on-site training. All reports should be submitted by the 1st day of the following months (March 1, June 1, September 1, January 1).

How to run a Department Mandatory Training Report

In PeopleSoft, navigate to Mandatory Training.



If you already have an established Run Control ID, click Search.

A run control ID will allow you to run reports and access training data. You will only need one control ID. Once it is created you will use the same one moving forward. It will appear in your existing value box once created.

To establish a new Run Control ID: Click on “Add a New Value”

Mandatory Training

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter ID (name, initials, etc.) No spaces allowed. Click Add.

Mandatory Training

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Once back on main screen, enter ID and click search.

Mandatory Training

Run Control ID ab Report Manager Process Monitor **Run**

Report Request Parameter(s)

From Date: End Date:

Department:

Union Code: Senior Management Unrepresentd

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Add
 Update/Display

Enter dates you would like to search and department number. If you do not know your department number, you can use the magnifying glass to search.

Mandatory Training

Run Control ID ab Report Manager Process Monitor **Run**

Report Request Parameter(s)

From Date: 01/01/2018 End Date: 06/03/2019

Department: 1012400000

Union Code: Senior Management Unrepresentd

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Add
 Update/Display

Click Run.

Mandatory Training

Run Control ID: ab

Report Manager Process Monitor **Run**

Report Request Parameter(s)

From Date: 01/01/2018 End Date: 06/03/2019

Department: 1012400000

Union Code: Senior Management Unrepresentd

Save Return to Search Previous in List Next in List Notify Add Update/Display

On the pop-up select “CSV” as the format. Click OK.

Process Scheduler Request

User ID: ABENITEZ Run Control ID: ab

Server Name: Run Date: 06/03/2019

Recurrence: Run Time: 11:52:27AM

Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Mandatory Training	SJE002	SQR Report	Web	CSV	Distribution

OK Cancel

It will take you back to this screen. Click on “Process Monitor”.

Mandatory Training

Run Control ID: ab

[Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameter(s)

From Date: 01/01/2018 End Date: 06/03/2019

Department: 1012400000 Human Resources

Union Code:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Click Refresh until: Run Status is Success, Distribution Status is Posted.

[Process List](#) [Server List](#)

View Process Request For

User ID: ABENITEZ Type: Last 1 Days

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

[Refresh](#)

Process List [Personalize](#) [Find](#) [View All](#) First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1646544		SQR Report	SJE002	ABENITEZ	06/03/2019 11:52:27AM PDT	Success	Posted	Details
<input type="checkbox"/>	1646441		BI Publisher	SJHR453	ABENITEZ	06/03/2019 9:02:40AM PDT	Success	Posted	Details
<input type="checkbox"/>	1646424		BI Publisher	SJHR453	ABENITEZ	06/03/2019 8:47:38AM PDT	Success	Posted	Details
<input type="checkbox"/>	1646411		BI Publisher	SJHR453	ABENITEZ	06/03/2019 8:20:46AM PDT	Success	Posted	Details
<input type="checkbox"/>	1646410		BI Publisher	SJHR453	ABENITEZ	06/03/2019 8:20:05AM PDT	Success	Posted	Details

[Go back to Mandatory Training](#)

[Save](#) [Notify](#)

[Process List](#) | [Server List](#)

Click Details.

Process List [Personalize](#) [Find](#) [View All](#) First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1646544		SQR Report	SJE002	ABENITEZ	06/03/2019 11:52:27AM PDT	Success	Posted	Details

In the pop-up click “View Log/Trace”

Process Detail

Help

Process

Instance 1646544

Type SQR Report

Name SJE002

Description Mandatory Training

Run Status Success

Distribution Status Posted

Run

Update Process

Run Control ID ab

Location Server

Server PSNT

Recurrence

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Actions

Request Created On 06/03/2019 11:54:35AM PDT

Run Anytime After 06/03/2019 11:52:27AM PDT

Began Process At 06/03/2019 11:54:56AM PDT

Ended Process At 06/03/2019 11:55:11AM PDT

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

OK

Cancel

On the next pop-up click on .csv file.

View Log/Trace

Help

Report

Report ID 1167731

Process Instance 1646544

Name SJE002

Process Type SQR Report

Run Status Success

Mandatory Training

Distribution Details

Distribution Node PSNT

Expiration Date 11/30/2019

File List

Name	File Size (bytes)	Datetime Created
SJE002_1646544.csv	5,338	06/03/2019 11:55:11.489767AM PDT
SJE002_1646544.out	10,877	06/03/2019 11:55:11.489767AM PDT
SQR_SJE002_1646544.log	1,759	06/03/2019 11:55:11.489767AM PDT

Distribute To

Distribution ID Type

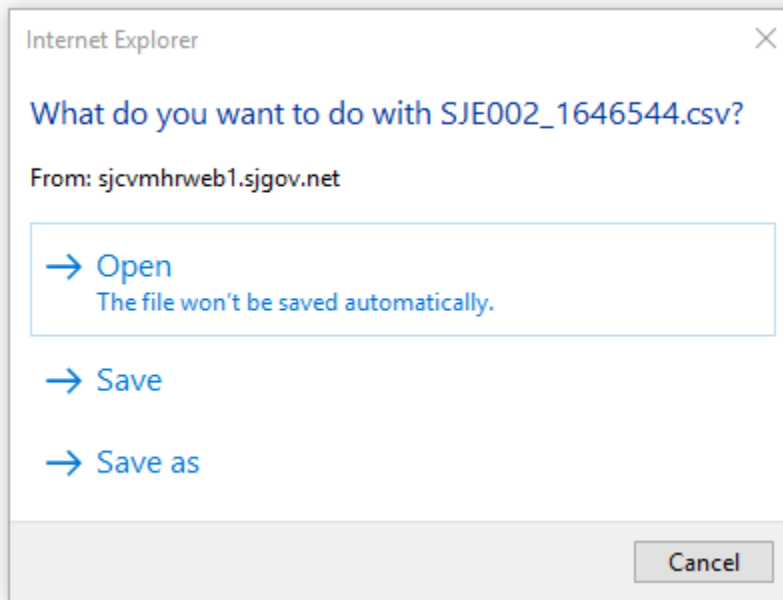
*Distribution ID

User

ABENITEZ

Return

On the Internet browser pop-up, click Open.



Report will open in Excel. Feel free to modify the data in a format that will meet your needs. One of the gaps in this report is that it does not show an expiration date for the mandatory trainings. You will need to enter in another column next to each of the training records for a column that contains this information.

SAN JOAQUIN COUNTY																				
Report ID: SJE002		Manda page 1		of		2														
Run Time: 11:54:56																				
Run Date: 6/3/2019																				
Empl ID	Name	Dept ID	Departme	Title	Union	HR0006	HR0019	HR0047	HR0054	HR0055	HR0066	HR0070	HR0117	HR0119	HR0130	HR0141	HR0151	HR0164	HR0176	
						DefDrivn	EEOSH	NewEmpC	SexharaA	S H Preve	SHP Refre	EEO: DHLF	WkplVioP	WPV Mgr	DivPhase2	Em Prep	DiscriHara	SecurAwa	Driving 4	
	1.01E+09	Human Re	Managem	D																
	1.01E+09	Human Re	Office Ass	D																
	1.01E+09	Human Re	EEO Progr	D																
	1.01E+09	Human Re	Office Ass	D				#####					#####		#####					
	1.01E+09	Human Re	Personnel	D																
	1.01E+09	Human Re	Office Ass	D														8-Jun-18		
	1.01E+09	Human Re	Personnel	D																
	1.01E+09	Human Re	Senior Off	D																
	1.01E+09	Human Re	Employee	D							#####				6-Mar-19					
	1.01E+09	Human Re	CivilSvce	CX																
	1.01E+09	Human Re	Position	CD																
	1.01E+09	Human Re	Director o	A																
	1.01E+09	Human Re	EEO Progr	D																
	1.01E+09	Human Re	Personnel	D									#####						25-Oct-18	
	1.01E+09	Human Re	Personnel	D																
	1.01E+09	Human Re	Managem	D																
	1.01E+09	Human Re	Position	CD								#####								
	1.01E+09	Human Re	Senior Off	D																
	1.01E+09	Human Re	Senior Off	D															25-Oct-18	
	1.01E+09	Human Re	Principal	FD																
	1.01E+09	Human Re	Deputy Di	B																
	1.01E+09	Human Re	Personnel	D					#####				#####		18-Oct-18	8-Mar-19		#####		25-Oct-18
	1.01E+09	Human Re	Office Ass	D					#####							#####		#####		
	1.01E+09	Human Re	Staff Deve	D					4-Feb-19					7-Feb-19	#####		#####		7-Feb-19	
	1.01E+09	Human Re	Position	CD																
	1.01E+09	Human Re	Employee	D																
	1.01E+09	Human Re	Senior Off	D										#####				#####		
	1.01E+09	Human Re	Office Ass	D					#####					#####		#####		#####		
1.01E+09	Human Re	CivilSvce	CX																	
1.01E+09	Human Re	County Sa	D								#####			6-Mar-19						
1.01E+09	Human Re	Personnel	D																	
1.01E+09	Human Re	Managem	D								#####		#####							
105989	Newstake	1.01E+09	Human Re	Principal	FD															

How to Review an Individual Employee's Training Summary

In PeopleSoft, navigate to Review Training Summary.

Enter employee ID # or first and last name. Click Search.

Review Training Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▾

000000

Name

begins with ▾

Last Name

begins with ▾

Second Last Name

begins with ▾

Alternate Character Name

begins with ▾

Middle Name

begins with ▾

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Click “show all columns”.

Review Training Summary

Person ID

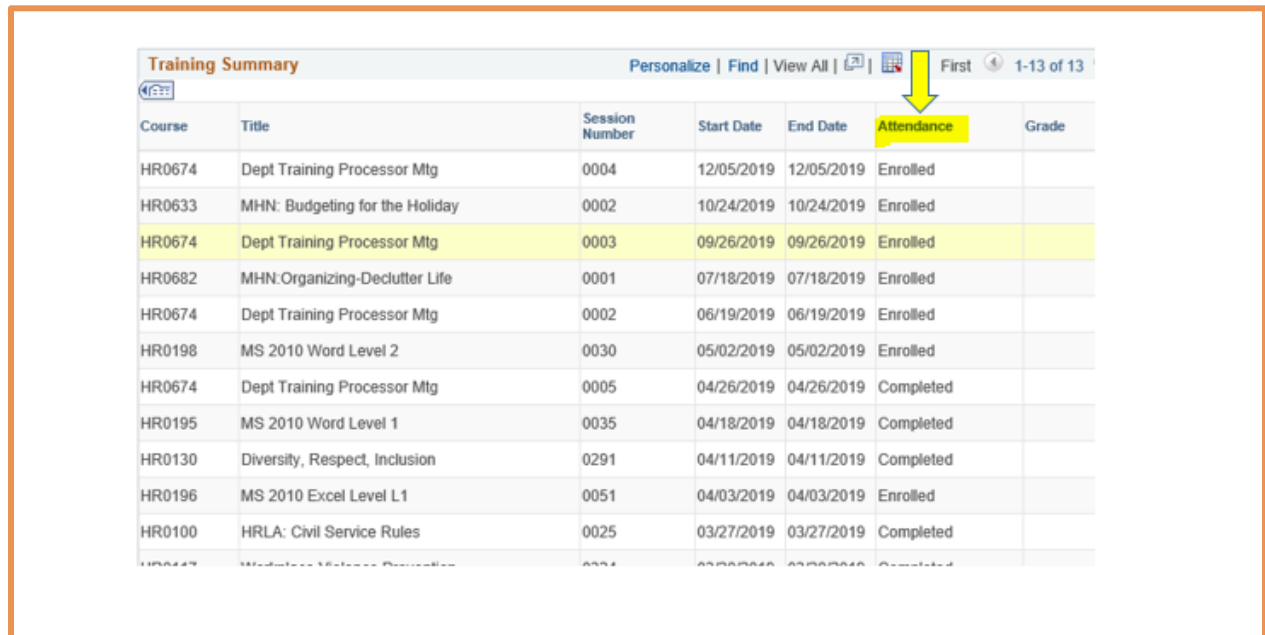
Training Summary

Personalize | Find | View All |

First 1-13 of 13 Last

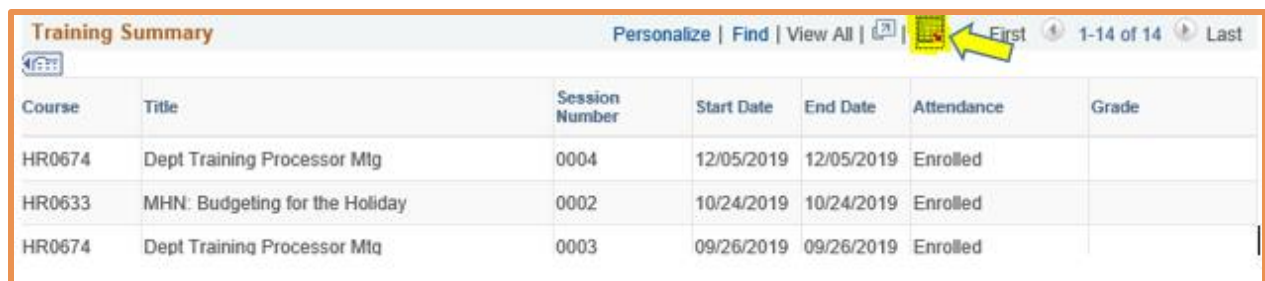
Session	Status			
Course	Title	Session Number	Start Date	End Date
HR0674	Dept Training Processor Mtg	0004	12/05/2019	12/05/2019

“Attendance” will show current status.



Course	Title	Session Number	Start Date	End Date	Attendance	Grade
HR0674	Dept Training Processor Mtg	0004	12/05/2019	12/05/2019	Enrolled	
HR0633	MHN: Budgeting for the Holiday	0002	10/24/2019	10/24/2019	Enrolled	
HR0674	Dept Training Processor Mtg	0003	09/26/2019	09/26/2019	Enrolled	
HR0682	MHN: Organizing-Declutter Life	0001	07/18/2019	07/18/2019	Enrolled	
HR0674	Dept Training Processor Mtg	0002	06/19/2019	06/19/2019	Enrolled	
HR0198	MS 2010 Word Level 2	0030	05/02/2019	05/02/2019	Enrolled	
HR0674	Dept Training Processor Mtg	0005	04/26/2019	04/26/2019	Completed	
HR0195	MS 2010 Word Level 1	0035	04/18/2019	04/18/2019	Completed	
HR0130	Diversity, Respect, Inclusion	0291	04/11/2019	04/11/2019	Completed	
HR0196	MS 2010 Excel Level L1	0051	04/03/2019	04/03/2019	Enrolled	
HR0100	HRLA: Civil Service Rules	0025	03/27/2019	03/27/2019	Completed	

To print the report you will need to download the report to Excel. Click “Download Training Summary to Excel.”

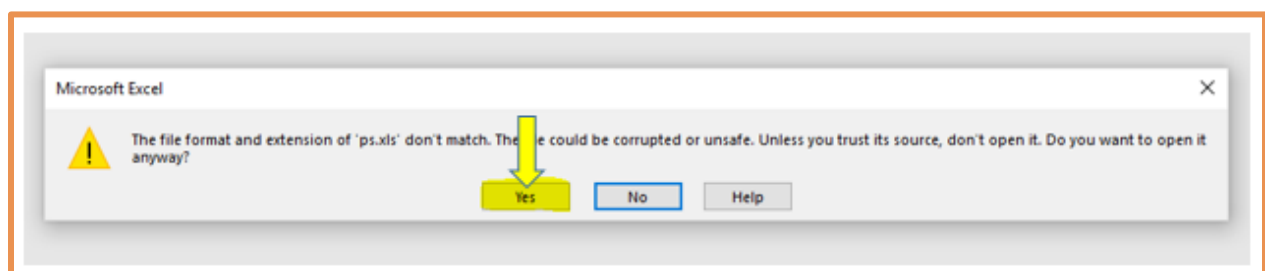


Course	Title	Session Number	Start Date	End Date	Attendance	Grade
HR0674	Dept Training Processor Mtg	0004	12/05/2019	12/05/2019	Enrolled	
HR0633	MHN: Budgeting for the Holiday	0002	10/24/2019	10/24/2019	Enrolled	
HR0674	Dept Training Processor Mtg	0003	09/26/2019	09/26/2019	Enrolled	

Click Open.



Click Yes.



The report will open in Excel. Feel free to modify the data in a format that will meet your needs. One of the gaps in this report is that it does not show an expiration date for the

mandatory trainings. You will need to enter in another column next to each of the training records for a column that contains this information.

<div> <div>FileHomeInsertPage LayoutFormulasDataReviewViewAcrobat</div> <div> <div> <div>Cut</div> <div>Copy</div> <div>Paste</div> <div>Format Painter</div> </div> <div> <div>Calibri</div> <div>11</div> <div>A</div> <div>A</div> <div>B</div> <div>I</div> <div>U</div> <div></div> <div></div> <div></div> <div></div> </div> <div> <div>Align Left</div> <div>Align Center</div> <div>Align Right</div> <div>Justify</div> <div>Decrease Indent</div> <div>Increase Indent</div> <div>Wrap Text</div> <div>Merge & Center</div> </div> </div> </div> <div>ClipboardFontAlignment</div>							
<div> <div>I16</div> <div>X</div> <div>✓</div> <div>fx</div> </div>							
	A	B	C	D	E	F	G
1	Course	Title	Session Number	Start Date	End Date	Attendance	Grade
2	HR0674	Dept Training Processor Mtg	4	12/5/2019	12/5/2019	Enrolled	
3	HR0633	MHN: Budgeting for the Holiday	2	10/24/2019	10/24/2019	Enrolled	
4	HR0674	Dept Training Processor Mtg	3	9/26/2019	9/26/2019	Enrolled	
5	HR0682	MHN:Organizing-Declutter Life	1	7/18/2019	7/18/2019	Enrolled	
6	HR0161	Communicate w/Tact & Diplomacy	6	6/26/2019	6/26/2019	Enrolled	
7	HR0674	Dept Training Processor Mtg	2	6/19/2019	6/19/2019	Enrolled	
8	HR0198	MS 2010 Word Level 2	30	5/2/2019	5/2/2019	Completed	
9	HR0674	Dept Training Processor Mtg	5	4/26/2019	4/26/2019	Completed	
10	HR0195	MS 2010 Word Level 1	35	4/18/2019	4/18/2019	Completed	
11	HR0130	Diversity, Respect, Inclusion	291	4/11/2019	4/11/2019	Completed	
12	HR0196	MS 2010 Excel Level L1	51	4/3/2019	4/3/2019	Enrolled	
13	HR0100	HRLA: Civil Service Rules	25	3/27/2019	3/27/2019	Completed	
14	HR0117	Workplace Violence Prevention	324	3/20/2019	3/20/2019	Completed	

SECTION VIII: RISKS

A. ORGANIZATIONAL RISKS

Without timely training, San Joaquin County poses a liability and potential risk to policy violations from unaware staff members. Staff who are released to their worksites with limited training on organization wide policies around workplace violence prevention, sexual harassment prevention, information systems awareness and diversity, respect & inclusion to name a few can become potential liabilities for the county. Lack of initial training can result in lawsuits, fines and in some cases, charges of criminal negligence.

Poor upfront employee training standards can result in legal liability and public relations disasters. There are legal risks, operational risks, compliance risks, and reputational risks. For example, an untrained supervisor who hasn't been properly trained on anti-discrimination laws can cost a hefty settlement for a refusal to accommodate a disabled worker. Problems and issues surrounding unsafe work environments, unhappy employees and high turnover are results of an untrained workforce.

It is the responsibility of the Department Training Processor to support their department in ensuring that their staff remain compliant on all of the mandated training requirements.

B. SAFETY RISKS

Workplace safety is important for each and every employee. Every employee is entitled, by law, to work in a safe and protected environment. It is a duty and moral responsibility of San Joaquin County to protect its employees by creating a culture of training and awareness.

Imagine an employee not being trained on OSHA or HIPPA compliance before gaining access to certain types of equipment, or certain types of sensitive and confidential information. Trainings should also not be conducted in unsafe atmospheres and with unsafe timelines. For all day trainings, there should be appropriate breaks with no more than a 1-hour lunch.

It is very important that Department Training Processors give the correct information to employees for time and locations of trainings. This is for the safety of the employee and the organization.

SECTION IX: FAQ'S

How do I know if a staff member is successfully enrolled?

Please refer to Section V: Training Requests; B. Department Training Processor Sign-ups; ii. PeopleSoft; 2. Enrolling a staff member

What does it mean if a staff member is on the “waitlist”?

The waitlist is no longer an option for enrollment.

What if I get an error saying that the maximum number of employees has been reached?

If you are trying to sign up a staff member and the course is showing that the course is full, do not bypass this message. There is no space in that course to overfill classes and Staff Development will begin to cancel employee's enrollment who came in after the cutoff amount and inform the departments of the course cancellation.

Who should I contact if a staff is unable to attend a training that they are scheduled for?

Depending on your department's internal procedure, the staff member will either need to immediately contact their supervisor or training processor or both. As a Department Training Processor, you should contact sjcenage@sjgov.org or call the Staff Development Department to inform them of the change.

What should I do if a staff member says they are only able to attend part of the class?

If a staff member can only attend part of any course, they should reschedule for another class. The legally mandated courses require strict guidelines around training curriculum and training time. If you will be more than 15 minutes late for any class, you will need to reschedule.

Is there a fee for the training?

Training is free for all San Joaquin County Employees. However, departments are charged under certain circumstances. Please refer to the *Fee Schedule*.

Do I have to notify Human Resources if I am substituting for someone in my department?

Yes. Please note on the sign-in sheet who in your department you are substituting for to ensure your department is not charged for a late cancellation fee.

Will staff need to pay for parking?

For trainings in the Administration Building, staff can receive a 30-minute validation in the Human Resources office, suite 330. For all other locations, Human Resources will not validate or pay for parking fees. Please contact your department if you have questions.

Will staff receive a certificate after each course?

Certificates are only provided for individual HRLA courses, HRLA course completion, and upon request for Experienced Driver courses.

Can staff request a copy of their training record?

You may print out a copy of a training record for an individual staff member. Supervisors may request reports for the staff or department as well as their own training record.

Who can I contact if I have questions regarding the catalog or website?

If you have any concerns or questions, please contact the Human Resources Staff Development Unit for the SJC Engage program at (209) 468-3372 or (209) 468-9500. You can also send an email to sjcengage@sjgov.org.

I can't sign up my staff member in PeopleSoft. What do I do?

The first step is to make sure that the employee information is being entered correctly. If you are still unable to enroll a staff member, reach out to Staff Development for assistance.

SECTION X: TRAINING LOCATIONS**A. Maps**

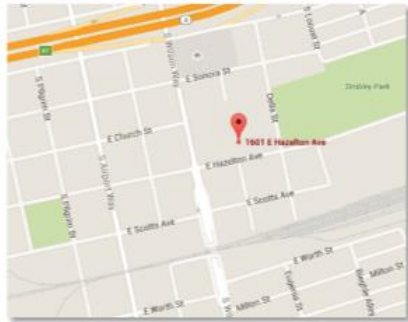
County Administration Building
44 N. San Joaquin St., Stockton CA 95202



EEDD
56 S. Lincoln Street, Stockton CA 95203



Public Health
1601 E Hazelton Ave., Stockton CA 95205



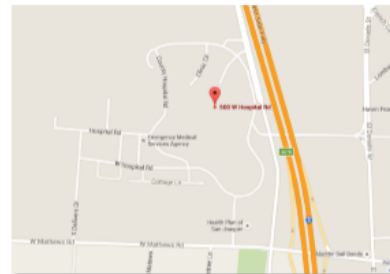
Human Services Agency
102 S. San Joaquin, Stockton CA 95202



Agricultural Center
2101 Earhart Avenue, Stockton CA 95206



San Joaquin General Hospital
500 W Hospital Rd, French Camp CA 95232



Micke Grove Zoo
11793 N Micke Grove Rd., Lodi CA 95240



B. LIST

Training Room Locations	Maximum Capacity
ADMINISTRATION BUILDING ROOM 146	48
ADMINISTRATION BUILDING ROOM 430	75
ADMINISTRATION BUILDING ROOM 471	35
AGRICULTURAL CENTER - ASSEMBLY 1	72
AGRICULTURAL CENTER - ASSEMBLY 2	128
AGRICULTURAL CENTER - ASSEMBLY 3	128
AGRICULTURAL CENTER - MOKELUMNE	32
AGRICULTURAL CENTER - CALAVARAS	24
AGRICULTURAL CENTER - DELTA	24
EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT (EEDD)	20
HUMAN SERVICE AGENCY (HSA)	45
MICKE GROVE - AUDITORIUM	80/252
MICKE GROVE- SOLARIUM	48
MICKE GROVE - STANISLAUS (OUTDOOR)	80
PUBLIC HEALTH SERVICES (PHS)	40
SAN JOAQUIN GENERAL HOSPITAL- DOCTOR'S DINING HALL	50
SAN JOAQUIN GENERAL HOSPITAL- CLASSROOM	30

TRAINING FACILITY	FACILITY ADDRESS
ADMINISTRATION BUILDING	44 N. SAN JOAQUIN ST., STOCKTON, CA 95202
AGRICULTURAL CENTER	2101 E. EARHART AVE., STOCKTON, CA 95206
EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT (EEDD/WORKNET)	56 S. LINCOLN STREET, STOCKTON, CA 95203
HUMAN SERVICES AGENCY (HSA)	102 S. SAN JOAQUIN ST., STOCKTON, CA 95202
MICKE GROVE ZOO	11793 N. MICKE GROVE RD., LODI, CA 95240
PUBLIC HEALTH SERVICES (PHS)	1601 E. HAZELTON AVE., STOCKTON, CA 95205
SAN JOAQUIN GENERAL HOSPITAL	500 W. HOSPITAL ROAD, FRENCH CAMP, CA 95232

APPENDIX A

Summary of Human Resources Trainings

Course Name	Course #	Course Length	By When	Frequency	For Who	Course Description
Mandatory Courses						
New Employee Orientation	HR0047	1 hour	30 days from date of hire	Once	All new County employees	This course will familiarize new employees with the County's vision, mission, organizational structure and services, general workplace rules, diversity program, and other critical policies and procedures. The Benefits staff will be available to answer your questions and assist you in choosing the plans that best suit your needs at this workshop. The comprehensive benefits package includes: Medical, dental, vision and life insurance Flexible spending account options for dependent care and un-reimbursable health care expenses Deferred compensation program
Benefits Orientation	HR0001	3 hours	30 days from date of hire	Once	All new County employees	San Joaquin County is committed to fostering an environment of inclusion, equality, and understanding that values diversity and respects the individual differences that enrich the workplace. This training provides all San Joaquin County employees the tools necessary to gain a deeper understanding and awareness of diversity. Attendees will learn how to recognize and prevent discrimination and harassment in the workplace. The training will also review Federal and State laws as well as County policies regarding discrimination and harassment. San Joaquin County's Sexual Harassment Policies and Procedures and Civil Service Rule 20 will also be reviewed and discussed during the training.
Diversity, Respect & Inclusion	HR0130	2.5 hours	30 days from date of hire	Every 5 years	All County employees	All San Joaquin County employees are required to attend this class. Participants will learn effective methods and techniques to diffuse potentially hostile situations, how to recognize inappropriate and potentially violent behavior, and the steps to take to ensure the physical safety of staff and clients in potentially hostile situations.
Discrimination & Harassment Awareness & Prevention, General	HR0151	3 hours	30 days from date of hire	Every 2 years	All non-Supervisor County employees	Designed for managers and supervisors, this class reviews the effective methods and techniques to diffuse potentially hostile situations. Attendees will also learn the steps to take to ensure the physical safety of staff and clients in potentially hostile situations. Proper reporting and documentation will also be reviewed.
Workplace Violence Prevention & Recognition, General	HR0117	2.5 hours	30 days from date of hire	Every 5 years	All non-Supervisor County employees	Whether serving as a disaster worker for the County or dealing with an emergency, all employees should know how to safely react and respond. This class identifies conditions and hazards that may occur in San Joaquin County and the public services workplace. This class is San Joaquin County Board mandated (please refer to section 1910 CAO manual), and also meets State and County requirements.
Workplace Violence Prevention & Recognition, Mng/Sup	HR0119	3.5 hours	30 days from date of hire	Every 3 years	All Managers & Supervisors	Processes that maintain the confidentiality, integrity and availability of business data in various forms.
Emergency Preparedness	HR0141	2 hours	30 days from date of hire	Once	All County employees	
Cyber Security	HR0721	Online	30 days from date of hire	Once	All County employees	

AB1234 Local Ethics	HR0235	Online	30 days from date of hire	Every 2 years	Executive & Senior Management	California law requires cities, counties and special districts to provide ethics training to their local officials. This course is designed to help employees identify the ethical considerations of their decisions.
COVID19	HR0729	Online	30 days from date of hire	Once	All County employees	This course discusses what COVID-19 is, how it is transmitted and signs and symptoms to watch for. It will explain the sources of exposure, hazards associated with exposure, and appropriate workplace protocols in place to prevent or reduce likelihood of exposure. It will also cover Personal Protective Equipment (PPE); what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.
Public Service Ethics	HR0750	Online	30 days from date of hire	Once	All County employees	

Mandatory Refresher Courses

Workplace Violence Recognition & Prevention Refresher, General	HR0687	1.75 hours	Before Compliance Expiration	Every 5 years	All non-Supervisor County employees	This is the mandatory refresher course for HR0117.
Workplace Violence Recognition & Prevention Refresher, Mng/Sup	HR0685	2.5 hours	Before Compliance Expiration	Every 3 years	All Managers & Supervisors	This is the mandatory refresher course for HR0119.

Safety Courses

Experienced Driver 4	HR0176	3.5 hours	6 months from date of hire	Once	All County employees who operate a vehicle for work purposes	This course is mandatory for all employees who operate a County vehicle or use their own vehicle for work purposes. Through examples and skills exercises, participants will have an opportunity to review and sharpen their defensive driving skills.
Accident Investigation	HR0676	3 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	Introduction to accident investigation provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of the course is to help participants gain the basic skills necessary to conduct an effective accident investigation.

Human Resources Leadership Academy (HRLA) Series

HRLA: Understanding the Internal Structure	HR0814	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course is designed to lay the foundation for a better understanding of organizational structure and operations. Seeing the big picture will help managers and supervisors to better understand where they fit into the mission/vision
HRLA: Civil Service Rules	HR0100	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course is designed to provide an overview of the County's Civil Service Rules, and to create a greater understanding of the civil service merit process that includes recruitment, testing, and certification.
HRLA: Introduction to the Role of the Leader	HR0030	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course helps participants understand the challenges and responsibilities of a leader and learn the Five Practices of Exemplary Leadership.

HRLA: Risk Management: What Every Manager Should Know	HR0052	4 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course provides managers and supervisors with a basic understanding of their roles and responsibilities in the areas of employee safety and risk management. This course is designed to help supervisors and managers understand their legal responsibilities in preventing and addressing discrimination and workplace harassment complaints.
HRLA: EEO: Discrimination and Harassment Laws and Prevention	HR0070	3 hours	3 months from date of appointment to supervisor	Every 2 years	All Managers & Supervisors	This course is designed to show the relationship between County Administration, Labor Organizations and the responsibilities managers have to ensure strong working relationships with staff is integral in the success of our organization. This course will help managers understand and learn the responsibilities in relationship to the various labor organizations
HRLA: Union Relations for Managers	HR0780	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course offers supervisors and managers the opportunity to improve on their communication skills. Participants will review the communication process and receive tips on active listening skills. Participants will also learn how to use "the conflict protocol" and the four steps of assertive communication to manage workplace conflicts.
HRLA: Communication & Conflict Management	HR0008	4 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course discusses the do's and don'ts of a hiring interview. Participants will learn the County's hiring process and get helpful tips on developing interview questions and rating job applicants.
HRLA: Hiring & Interview Skills	HR0027	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course reviews the definition, methods, and processes of progressive discipline. Individuals will learn how to apply discipline in a fair, equitable, and consistent manner.
HRLA: Intro to Progressive Discipline	HR0029	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course provides participants with a general overview of the County's leave policies and the various state and federal laws that provide "protected leave" to County employees. Topics such as Military Leave, Family and Medical Leave Act (FMLA), Pregnancy Disability Leave, Paid Family Leave, Leave of Absence and eligibility requirements for these benefits will be discussed throughout the training.
HRLA: Leave Administration	HR0101	3.5 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	One of the primary functions for managers and supervisors is assign payroll, work hours, and leave requests. This course will give information on the legal implications of not adhering to the laws set forth regarding the topics and what can be done to ensure compliance.
HRLA: Payroll, PeopleSoft & FSLA	HR0815	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	This course provides participants with general guidelines on conducting effective performance appraisals. Participants will also review the County's Civil Service Rules that address performance evaluations.
HRLA: SJC Performance Evaluation Guidelines	HR0057	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	

APPENDIX B



SAN JOAQUIN
COUNTY
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SUPERVISORY MANDATORY TRAINING RECORD

	Department			
Course Code	Human Services Agency	Frequency	Date Taken	Notes
HR0047	New Employee Orientation	Once		
HR0001	New Employee Benefits	Once		
HR0721	Cyber Security	Once		
HR0729	COVID-19	Once		
HR0130	Diversity, Respect & Inclusion	Every 5 years		
HR0141	Emergency Preparedness	Once		
HR0750	Ethics	Once		
HR0235	AB 1234 – Ethics (only required by certain staff)	Every 2 years		
HR0070	HRLA EEO Discrimination & Harassment Prevention	Every 2 years		
HR0119	Workplace Violence Prevention	Every 3 years		
HR0176	Experienced Driver	Once		
HR0676	Accident Investigation	Once		
HR0814	HRLA: Understanding the Internal Structure	Once		
HR0030	HRLA: Introduction to Role of the Leader	Once		
HR0100	HRLA: Civil Service Rules	Once		
HR0780	HRLA: Union Relations for Managers	Once		
HR0052	HRLA: Risk Management: What Every Manager Should Know	Once		
HR0101	HRLA: Leave Administration	Once		
HR0815	HRLA: Payroll, PeopleSoft & FLSA	Once		
HR0027	HRLA: Hiring & Interviewing Skills	Once		
HR0057	HRLA: SJC Performance Evaluation Guidelines	Once		
HR0008	HRLA: Communication & Conflict	Once		
HR0029	HRLA: Introduction to Progressive Discipline	Once		

APPENDIX C



SAN JOAQUIN
—COUNTY—
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GENERAL MANDATORY TRAINING RECORD

	Department			
Course Code	Human Services Agency	Frequency	Date Taken	Notes
HR0047	New Employee Orientation	Once		
HR0001	New Employee Benefits	Once		
HR0721	Cyber Security	Once		
HR0729	COVID-19	Once		
HR0130	Diversity, Respect & Inclusion	Every 5 years		
HR0141	Emergency Preparedness	Once		
HR0750	Ethics	Once		
HR0151	HRLA EEO Discrimination & Harassment Prevention	Every 2 years		
HR0117	Workplace Violence Prevention	Every 5 years		
HR0176	Experienced Driver	Once		



APPENDIX D

Human Resources Division

Jennifer Goodman, Director

Congratulations on your appointment with San Joaquin County. San Joaquin County is excited you will be joining our team!

This correspondence is being sent to notify you of several important activities relating to your first week of work, along with important reminders of documents and information needed to ensure all benefits are provided to you in a timely manner.

New Employee Orientation:

As part of your new-hire onboarding process, you are scheduled to report to a virtual general orientation session on your first day of work on 7/3/23. Your welcome email from SJCENGAGE@sjgov.org provided the links to webinars as well as any material needed for your two-day orientation. At this time, you are required to virtually attend two-days of mandatory training designed to provide information you need to begin your career with San Joaquin County.

Please contact your department in advance to determine the physical location for your training.

Please contact Staff Development at (209) 953-7563, if you have any special accommodation requests.

Virtual Platform Information/Requirements:

- You will need access to a computer/laptop/tablet that has speaker capacity
- *If you do not have access to a computer, please contact your department immediately so that they can get you set up to attend the training in your department*
- Please note that you will need to have access to a device that will allow you to see the presentation and respond in the chat box on the virtual training platform.
- There will be times where the trainer will ask you to type your name and department in the chat box during the meeting. This will be required in order to get credit for attendance.
- There are many visual aspects to the presentation and you cannot call in to the training, as you have to have access to view the slides and respond to questions, give attendance and participate fully in the trainings.
- Some of the trainings require you to print out a certificate or sign, scan and email back a document. If you do not have access to a printer, you can print the documents in your department to return to San Joaquin County Human Resources – Staff Development Department.
- Some of your training will be self-guided and you will watch videos or take an online training, other portions of the training you will be online with a live trainer.
- If you are more than 15-minutes late to any session, you will not be admitted into the training and your absence will be reported to your department.
- You will be responsible for printing, filling out, signing and returning your Training Acknowledgement Form to Human Resources Staff Development at sjcenage@sjgov.org

Please note the orientation schedule below:

<u>2023 Virtual New Employee Orientation - Day 1</u>		
<u>ALL NEW STAFF</u>		
<u>COURSE TITLE</u>	<u>TIME</u>	<u>Training Platform</u>
<u>HR0047 - New Employee Orientation</u>	<u>8:30 – 10:00</u>	Live Virtual
<u>HR0750- Public Service Ethics</u>	<u>10:00 - 10:45</u>	Live Virtual

<u>HR0130 - Diversity, Respect & Inclusion</u>	<u>11:00 - 12:30</u>	Live Virtual
<u>Lunch</u>	<u>12:30 - 1:30</u>	
<u>HR0001 - New Employee Benefits</u>	<u>1:30 - 3:00</u>	Live Virtual
<u>HR0729- COVID-19</u>	<u>3:00 - 3:30</u>	Self-Guided
<u>Labor Organization Presentations</u>	<u>3:30 - 4:00</u>	Live Virtual

<u>2023 Virtual New Employee Orientation - Day 2</u>		
<u>Non-Supervisors</u>		
<u>COURSE TITLE</u>	<u>TIME</u>	<u>Training Medium</u>
<u>HR0721 – Cyber Security</u>	<u>8:30 - 9:30</u>	Self-Guided
<u>HR0151 - Discrimination & Harassment Prevention</u>	<u>9:30 - 12:30</u>	Self-Guided
<u>Lunch</u>	<u>12:30 - 1:30</u>	
<u>HR0117 – Workplace Violence Prevention</u>	<u>1:30 - 4:30</u>	Live Virtual

Benefit Orientation

Part of your first day orientation will include a Benefits overview, which will explain various benefits offered to you as a County employee. This includes information about health benefits, life insurance, retirement plan, deferred compensation, flexible spending accounts, and a variety of voluntary insurance products. This orientation will also provide information about deadlines for submission of enrollment paperwork and required supporting documentation.

Please be sure to bring completed enrollment forms and supporting documentation to your department processor on your third day of employment during new hire paperwork processing with your department at the time designated by your hiring manager.

If all documentation is submitted on time, your waiting period for benefits is two weeks after your start date. You have up to 60 days to turn in your paperwork. If submitted past this timeframe, you will not be eligible to enroll until the next open enrollment period, or if you experience a qualifying life event.

Attendance at the new employee orientation is mandatory. To ensure a great start to your new career, receiving this information will be of a great benefit to you as you begin what we hope will be a long career with San Joaquin County.

If you have any questions about your start date, work schedule or rate of pay, please contact your hiring department. Otherwise, representatives from the Human Resources Staff Development and Benefits units, San Joaquin County Employees' Retirement Association, and union representatives will be available to answer questions during New Employee Orientation.

Again, welcome to San Joaquin County! We look forward to your contributions on behalf of the public we serve.

Sincerely,

Jennifer Goodman
Director of Human Resources

cc: Human Resources Staff

APPENDIX E

SJC Training Registration Form

Name:	EMPLOYEE ID #:
Classification Title:	Department Name:
Phone Number:	Fax Number:
E-Mail Address:	

Supervisor Information

Supervisor:	Supervisor Phone:
Interoffice Mail Address:	E-Mail:
Supervisor Approval:	Date:

Department Training Processor

Processor's Name:	E-Mail
Phone:	Fax:
Inter-Office Mail Address:	

Workshop Information

Workshop Title 1:	
Workshop Title 2:	
1 st Workshop Date	2 nd Workshop Date
Workshop Location & Time:	Workshop Location & Time:

IMPORTANT PLEASE READ: Do not write below this line. Do not attend class if you have not been confirmed. A confirmation notice should be received after registration. It is your responsibility to mark your calendar and attend class. Cancellations must be requested 4 days before the class date or your department may be charged \$45 for the unused seat. The department may send another participant as a replacement without charge. Human Resources unable to validate parking for classes

Registration Status:

☐ Registered

☐ Not Registered

Step 1

Step 2

Step 3

To enroll in a training: mail, fax, or email to your:

Department Training Processor

To find who your Departmental Training Processor is:

Contact your Administration department or check the website
www.sjgov.org/hr

Other Training needs Contact:

Employee Development
(209) 953-7563
sjcengage@sjgov.org

APPENDIX F

SJC Training Registration Form

Name:	EMPLOYEE ID #:
Oriana Maghoney	000000
Classification Title:	Department Name:
Staff Development Coordinator	HR-Staff Development
Phone Number:	Fax Number:
(209)468-9500	
E-Mail Address:	
omaghoney@sjgov.org	

Supervisor Information

Supervisor:	Supervisor Phone:
Brandi Hopkins	(209)468-9500
Interoffice Mail Address:	E-Mail:
44 N. San Joaquin St Ste 300, Stockton, CA 95202	abc@sjgov.org
Supervisor Approval:	Date:
	6/1/19

Department Training Processor

Processor's Name:	E-Mail
Tonya Arevalos	sicengage@sjgov.org
Phone:	Fax:
(209)953-7563	
Inter-Office Mail Address:	
44 N. San Joaquin St Ste 300, Stockton, CA 95202	

Workshop Information

Workshop Title 1:	
Emergency Preparedness	
Workshop Title 2:	
1st Workshop Date	2nd Workshop Date
8/16/19	
Workshop Location & Time:	Workshop Location & Time:
Admin Building, 1:30pm-3:30pm	

IMPORTANT PLEASE READ: Do not write below this line. Do not attend class if you have not been confirmed. A confirmation notice should be received after registration. It is your responsibility to mark your calendar and attend class. Cancellations must be requested 4 days before the class date or your department may be charged \$45 for the unused seat. The department may send another participant as a replacement without charge. Human Resources unable to validate parking for classes

Registration Status:

☒ Registered

☐ Not Registered

Step 1

Step 2

Step 3

To enroll in a training: mail, fax, or email to your:

Department Training Processor

To find who your Departmental Training Processor is:

Contact your Administration department or check the website www.sjgov.org/hr

Other Training needs Contact:

Employee Development
(209) 953-7563
sjcengage.com

APPENDIX G



DATE

TRAINING COMPLIANCE NOTIFICATION

TO: Employee Name
DEPARTMENT: Department Name
CLASSIFICATION TITLE: Employee Title
FROM: Department Training Processor Name
RE: Training Requirements

In an effort to ensure successful compliance of mandatory trainings within our department, quarterly reports are generated to address expiring compliance terms.

Please be advised that you are reaching the deadline for compliance on your San Joaquin County mandatory trainings for the following courses:

<u>Course Title:</u>	<u>Last Date Taken:</u>	<u>Expiration Date:</u>	<u>Course Frequency:</u>
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These courses are being offered at the following dates and times in this catalog session:

<u>Course Title:</u>	<u>Date Offered:</u>	<u>Time:</u>	<u>Location:</u>
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If you feel you have received this notice in error, or that you have taken one of these courses on a date that is not specified on this notification, please contact me directly so that we can work to resolve any discrepancies.



San Joaquin County New Employee Checklist

APPENDIX H

Name:

Department:

Position:

Welcome to San Joaquin County. The Human Resources wishes you success in your new position and your career with the County. As a new employee, you are required to attend certain trainings. The following checklist is designed to assist you in that process.

To register for these and other courses, contact your Supervisor or Department Training Processor.

NEW EMPLOYEE INFORMATION SESSIONS (Complete within 30 days from date-of-hire)

Date Completed

HR0001 New Employee Benefits Enrollment

HR0047 New Employee Orientation Course

HR0729 COVID-19

HR0721 Cyber Security

HR0750 Public Service Ethics

MANDATORY TRAINING FOR GENERAL EMPLOYEES (Complete within 180 days from date-of-hire)

Date Completed

HR0151 Discrimination and Harassment Awareness & Prevention (*renew every two years*)

HR0130 Diversity, Respect & Inclusion (*renew every five years*)

HR0141 Emergency Preparedness (*one time*)

HR0176 Experienced Driver 4 (*for employees who operate a county or personal vehicle for county business purposes*)

HR0117 Workplace Violence Prevention & Recognition (*renew every five years*)

MANDATORY TRAINING FOR MANAGERS/SUPERVISORS (Complete within 180 days from date-of-hire)

Date Completed

HR0130 Diversity, Respect & Inclusion (*renew every five years*)

HR0070 EEO: Discrimination & Harassment – Laws & Prevention (*renew every 2 years, part of HRLA*)

HR0141 Emergency Preparedness (*one time*)

HR0176 Experienced Driver 4 (*For employees who operate a county or personal vehicle for business purposes*)

HR0119 Workplace Violence Prevention & Recognition for Managers (*renew every three years*)

(HRLA) Human Resources Leadership Academy (Complete within 12 months from date-of-hire) (*one time*)

Date Completed

HR0100 Civil Service Rules

HR0008 Communication & Conflict Management

HR0027 Hiring & Interview Skills

HR0029 Introduction to Progressive Discipline

HR0030 Introduction to Role of the Leader

HR0101 Leave Administration

HR0815 Payroll, PeopleSoft & FLSA

HR0052 Risk Management for Managers

HR0057 SJC Performance Evaluations

HR0814 Understanding the Internal Structure

HR0780 Union Relations for Managers

For more information regarding training opportunities at San Joaquin County,
please visit our website at SJCENGAGE.com



APPENDIX I



TRAINING ACKNOWLEDGEMENT FORM

(Please Print/Fill Out/Sign/Return)

Name: _____ Employee ID # _____

Job title/Classification: _____

Department: _____

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

<u>Completed</u>	<u>Date</u>	<u>Course Title</u>
<input type="checkbox"/>	_____	HR0729- COVID-19
<input type="checkbox"/>	_____	HR0721- Cyber Security
		<input type="checkbox"/> Cyber Security Video 1
		<input type="checkbox"/> Cyber Security Video 2
<input type="checkbox"/>	_____	HR0750- Public Service Ethics
		<input type="checkbox"/> Public Service Ethics Video
		<input type="checkbox"/> Ethics Policy read
<input type="checkbox"/>	_____	HR0151-Sexual Harassment& Discrimination Prevent. (Nonsupervisory)
		<input type="checkbox"/> Civil Rights Department Online Training (Interactive Training)
		<input type="checkbox"/> Civil Rights Department Certificate of Completion - attach to email
		<input type="checkbox"/> Harassment Prevention Video
		<input type="checkbox"/> Supplemental Documents read
<input type="checkbox"/>	_____	HR0070- Sexual Harassment& Discrimination Prevention (Supervisory)
		<input type="checkbox"/> Civil Rights Department Online Training
		<input type="checkbox"/> Civil Rights Department Certificate of Completion - attach to email
		<input type="checkbox"/> Harassment Prevention Video
		<input type="checkbox"/> Supplemental Documents read
<input type="checkbox"/>	_____	HR0200- Heat Illness Prevention (Nonsupervisory)
<input type="checkbox"/>	_____	HR0802- Heat Illness Prevention (Supervisory)
<input type="checkbox"/>	_____	HR0176- Experienced Driving
<input type="checkbox"/>	_____	HR0141- Emergency Preparedness

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.

Please return your completed form and certificate in one email to SJCENGAGE@sigov.org to receive credit for your trainings, CC: Department Training Processor.

APPENDIX J



TRAINING ACKNOWLEDGEMENT FORM

(Please Print/Fill Out/Sign/Return)

Name: Jane Smith Employee ID # XXXXXX

Job title/Classification: Senior Office Assistant

Department: Human Resources

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

<u>Completed</u>	<u>Date</u>	<u>Course Title</u>
<input checked="" type="checkbox"/>	<u>7/3/23</u>	HR0729- COVID-19
<input checked="" type="checkbox"/>	<u>7/5/23</u>	HR0721- Cyber Security <input checked="" type="checkbox"/> Cyber Security Video 1 <input checked="" type="checkbox"/> Cyber Security Video 2
<input checked="" type="checkbox"/>	<u>7/3/23</u>	HR0750- Public Service Ethics <input checked="" type="checkbox"/> Public Service Ethics Video <input checked="" type="checkbox"/> Ethics Policy read
<input checked="" type="checkbox"/>	<u>7/5/23</u>	HR0151-Sexual Harassment& Discrimination Prevent. (Nonsupervisory) <input checked="" type="checkbox"/> Civil Rights Department Online Training (Interactive Training) <input checked="" type="checkbox"/> Civil Rights Department Certificate of Completion - attach to email <input checked="" type="checkbox"/> Harassment Prevention Video <input checked="" type="checkbox"/> Supplemental Documents read
<input type="checkbox"/>	<u> </u>	HR0070- Sexual Harassment& Discrimination Prevention (Supervisory) <input type="checkbox"/> Civil Rights Department Online Training <input type="checkbox"/> Civil Rights Department Certificate of Completion - attach to email <input type="checkbox"/> Harassment Prevention Video <input type="checkbox"/> Supplemental Documents read
<input type="checkbox"/>	<u> </u>	HR0200- Heat Illness Prevention (Nonsupervisory)
<input type="checkbox"/>	<u> </u>	HR0802- Heat Illness Prevention (Supervisory)
<input type="checkbox"/>	<u> </u>	HR0176- Experienced Driving
<input type="checkbox"/>	<u> </u>	HR0141- Emergency Preparedness

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: Jane Smith **Date:** 7/5/23

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.

Please return your completed form and certificate in one email to SJCENGAGE@sjgov.org to receive credit for your trainings, CC: Department Training Processor.

APPENDIX K



HUMAN RESOURCES LEADERSHIP ACADEMY 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"/>	_____	HR0100- HRLA: Civil Service Rules
<input type="checkbox"/>	_____	HR0030- HRLA: Introduction to the Role of the Leader
<input type="checkbox"/>	_____	HR0052- HRLA: Risk Management: What Every Manager Should Know
<input type="checkbox"/>	_____	HR0070-HRLA: EEO: Discrimination and Harassment Laws & Prevention (Self-guided video)
<input type="checkbox"/>	_____	HR0008- HRLA: Communication & Conflict Management
<input type="checkbox"/>	_____	HR0027- HRLA: Hiring & Interview Skills
<input type="checkbox"/>	_____	HR0029- HRLA: Intro to Progressive Discipline
<input type="checkbox"/>	_____	HR0101- HRLA: Leave Administration
<input type="checkbox"/>	_____	HR0057- HRLA: SJC Performance Evaluations Guidelines
<input type="checkbox"/>	_____	HR0815- HRLA: Payroll, PeopleSoft & FLSA
<input type="checkbox"/>	_____	HR0814- HRLA: Understanding the Internal Structure
<input type="checkbox"/>	_____	HR0780- HRLA: Union Relations for Managers

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.

APPENDIX L**Department Training Processor List**

Department	First	Last	Email	Phone
Agricultural Commissioner	Annette	Lovato	alovato@sjgov.org	3-6018
Auditor Controller	Maggie	Tran	mtran@sjgov.org	3-1179
Assessor—Recorder Co. Clerk (Primary)	Erin	Fletcher	eeffletcher@sjgov.org	8-2639
Assessor—Recorder Co. Clerk (Back-up)	Vanessa	Ambriz	vnambriz@sjgov.org	8-0042
Aviation—Airport	Heather	Keifer	hkeifer@sjgov.org	8-4702
Behavioral Health Services	BHS- HR		trainingrequest@sjcbhs.org	8-7382
Capital Projects	Mariana	Vallesteros	mmvallesteros@sjgov.org	
Clerk of the Board	Danielle	Beshears	dbeshears@sjgov.org	8-8475
Community Development	Sonia	Serrano	soniaserrano@sjgov.org	8-2218
Cooperative Extension	Alejandra	Juarez	alejuarez@ucdavis.edu	3-6113
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Council of Governments	Rebecca	Calija	calija@sjcog.org	235-0600
County Administrator	Marissa	Orozco	marissa.orozco@sjgov.org	8-3219
County Counsel	Kristina	Rubianes	krubianes@sjgov.org	8-2990
Department of Child Support (Primary)	Jessica	Geraghty	jgeraghty@sjgov.org	8-0681
Department of Child Support (Back-up)	Shannon	Redding	sredding@sjgov.org	8-8548
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Department Training Processor List

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General Services	Michael	Huckaby	mhuckaby@sjgov.org	8-2143
Health Care Services	Shirley	O'Neill	soneill@sjchcs.org	8-5610
Health Care Services	Tamra	Tisdale	ttisdale@sjchcs.org	8-5616
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H.S.A.—Staff Development	Lequisia	Delgado	ledelgado@sjgov.org	8-1035
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Department Training Processor List

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Public Works—Solid Waste	Celeste	Guzman	celeste@sjgov.org	8-3066
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Treasurer-Tax Collector	Lisa	Paez	lpaez@sjgov.org	8-2122
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