SAN JOAQUIN COUNTY | SJC ENGAGE

DEPARTMENT TRAINING PROCESSOR
PROCEDURES MANUAL

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INTRODUCTION

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.

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.

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?

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.

➢ **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

➢ **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

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.

➢ **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.

➢ **VIEWING COURSES**

The course catalog can be viewed on the SJC Engage website: https://sjcengage.com/catalog/
Use the filter to the left of the page to display trainings/courses by categories or month.

➢ **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)

SECTION III: BLOCK TRAININGS

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 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.

➢ **NEO COURSES**

DAY 1

- New Employee Orientation
- Public Service Ethics
- Diversity Respect & Inclusion
- New Employee Benefits
- COVID-19

DAY 2

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

➢ **SIGNING UP FOR NEO COURSES**
In order to sign a staff member up for classes in PeopleSoft, they must 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.

> **NEW HIRE WELCOME LETTER**

Newly hired employees will receive a formal Welcome Letter (Appendix B) from Human Resources through *SJC Engage*. This letter should not replace the departments formal offer letter of employment.

In some cases, the Department Training Processor is also the Department Payroll Processor and would need to ensure appropriate processes are being followed in regard 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 submit an email to sjcengage@sjgov.org informing the Human Resources Staff Development team of their new hire. Please use the NEO Template to ensure all information required is submitted.

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

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 twelve 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 twelve-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.

HRLA COURSES:

- Understanding the Internal Structure
- Introduction to the Role of the Leader
- Civil Service Rules
- Union Relations for Managers
- Risk Management: What Every Manager Should Know
- Leave Administration
- EEO: Discrimination & Harassment Prevention
- Payroll, PeopleSoft and FLSA
- Hiring and Interview Skills
- SJC Performance Evaluation Guidelines
- Communication & Conflict
- Intro to Progressive Discipline

➢ 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.

➢ WHO SHOULD TAKE THE CLASS

It is recommended that all newly hired supervisors and managers complete the HR Leadership Academy within three months 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: TRAINING REQUESTS

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 the SJC Engage Website or the San Joaquin County Human Resources page.
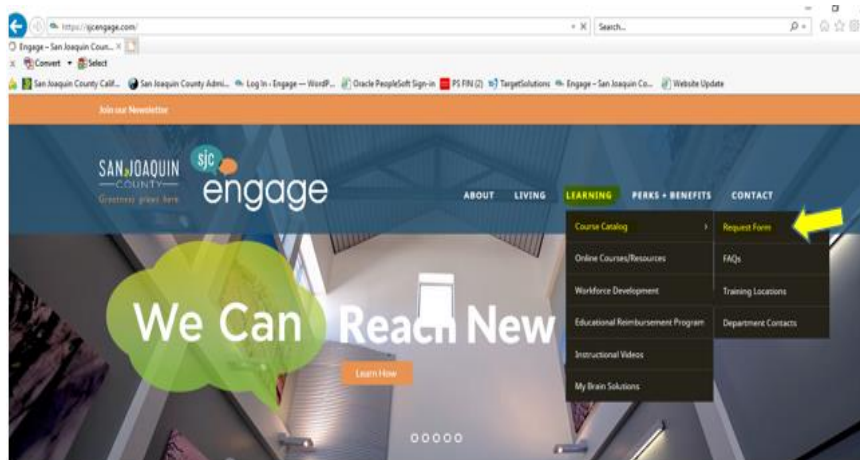
Click **here** to download the SJC Training Registration Form.

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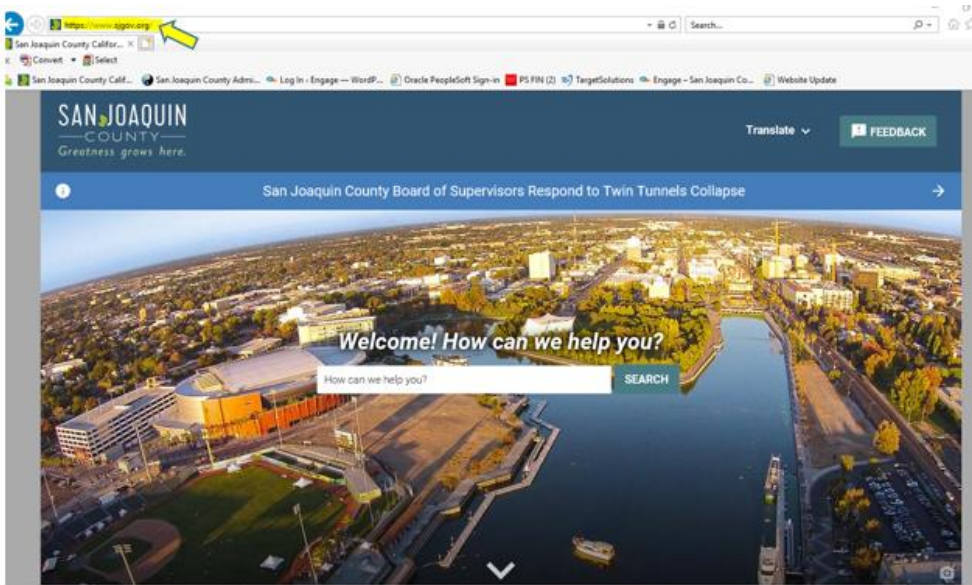
Go to sjcengage.com.

Hover you mouse over **Learning, Course Code and click on Request Form**.

Click on **Course Registration Form** to download the form.

How to locate the SJC Training Registration Form on the San Joaquin County Human Resources page

Go to the [San Joaquin County Human Resources](#) page.

Scroll down and select Employee Development

Scroll down to Documents, click on Registration Form.

Documents

PDF	**Department Training Processor 02012024** 192.9 KB · PDF · FEBRUARY 7, 2024
PDF	**Financial Support for Education** 435.3 KB · PDF · SEPTEMBER 19, 2022
PDF	**New Employee Training Checklist** 710.1 KB · PDF · NOVEMBER 21, 2022
PDF	**HR Training Summary** 500.9 KB · PDF · FEBRUARY 1, 2022
PDF	**Training FAQ** 108.2 KB · PDF · MARCH 7, 2022
PDF	**Registration Form (Fillable)** 157.6 KB · PDF · FEBRUARY 1, 2022

➢ **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.

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.

PEOPLESOFT – 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).

> ➢ **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. Navigate to:

| Favorites ▾ | Main Menu ▾ | > Administer Training ▾ | > Student Enrollment ▾ | > Enroll Individually |
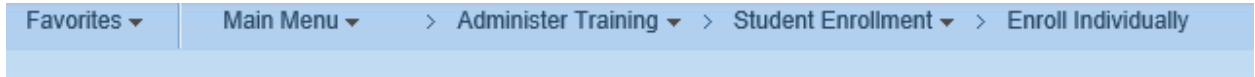
Type in HR in "Course Code", "Course Start Date" and click Search.

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. ***Please note, SJC Engage's courses are currently online. If enrollment is at its max, please email sjcengage@sjgov.org to request a maximum enrollment increase.*

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 Enrolled 37   Nbr Waiting 0

Prerequisite Checking   Transfer-Course Session Setup

Attendance   Find | View All   First ◄ 1 of 40 ► Last

Empl ID ▓▓▓▓ 🔍 ▬▬▬▬▬

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
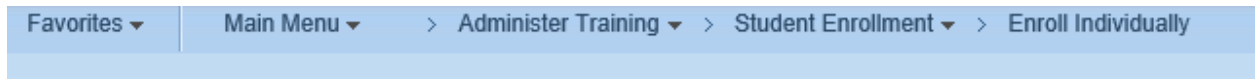
Demand from Budget Training

Search Criteria

☐ Population ☐ Catalog   Demand ID

💾 Save   🔁 Return to Search   📧 Notify

➢ **ENROLLING A STAFF MEMBER**

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

Log in to PeopleSoft. Navigate to:

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 ▼ HR0686 🔍
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

Click on + sign.

Type in Employee ID #

Click on "Attendance" drop down and select "Enrolled".

Click Save.

> **SIGNUP ERRORS**
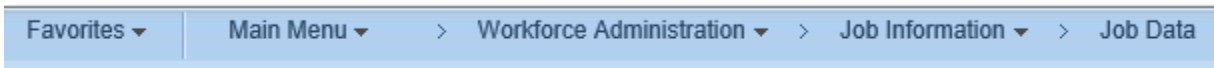
To register a staff member in the PeopleSoft system, they must be an active staff member.

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.

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

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

To cancel a registration, start by:

Log in to PeopleSoft. Navigate to "Enroll Individually".
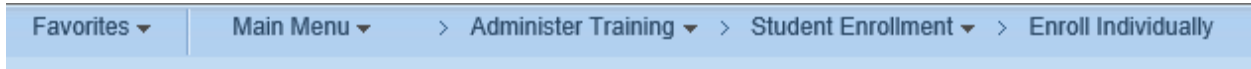
Favorites ▾ | Main Menu ▾ | > Administer Training ▾ > Student Enrollment ▾ > Enroll Individually

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 ✔ HR0161 🔍
Course Session Nbr begins with ✔ ☐
Description begins with ✔ ☐
Course Start Date = ✔ 06/26/2019 📅
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 Adminsitra | 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 ▮▮▮▮▮ 🔍 ▮▮▮▮▮▮▮▮
Empl Record 0 🔍
*Attendance Enrolled ✔ | Status Date 05/03/2019 📅
Training Reason ✔
Letter Code 🔍 | Date Letter Printed
☐ Prerequisites Met | Grade

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

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

SECTION VII: TRACKING & REPORTING

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.

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.
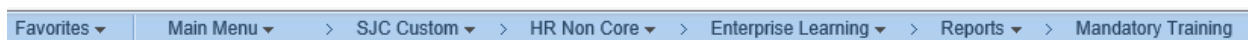
It is your role to ensure that staff are informed of the training requirement with ample time to sign up for courses. We suggest that you let an employee know at least sixty (60) days prior to an expiration of training compliance to ensure their schedules can align with a course being offered on the 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-cite training.

➢ **HOW TO RUN A DEPARTMENT MANDATORY TRAINING REPORT**

In PeopleSoft, navigate to Mandatory Training.

| Favorites ▾ | Main Menu ▾ | > SJC Custom ▾ | > HR Non Core ▾ | > Enterprise Learning ▾ | > Reports ▾ | > 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 [ab   ] ×

[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.

User ID ABENITEZ   Run Control ID ab

Server Name   Run Date 06/03/2019
Recurrence   Run Time 11:52:27AM   Reset to Current Date/Time
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
✔	Mandatory Training	SJE002	SQR Report	Web	CSV	Distribution

OK   Cancel

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

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

Click Details.

In the pop-up click "View Log/Trace"

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

On the Internet browser pop-up, click Open.
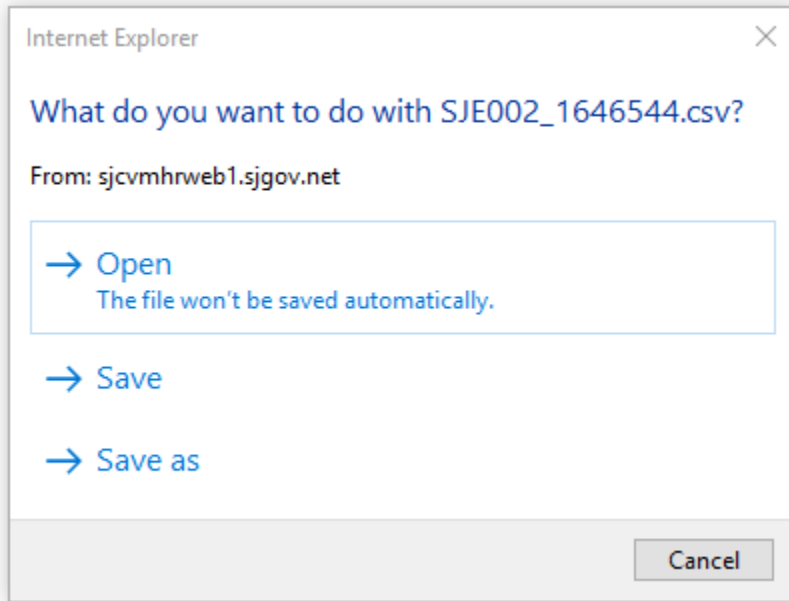
Internet Explorer

What do you want to do with SJE002_1646544.csv?

From: sjcvmhrweb1.sjgov.net

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel

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					HR0006	HR0019	HR0047	HR0054	HR0055	HR0066	HR0070	HR0117	HR0119	HR0130	HR0141	HR0151	HR0164	HR0176
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	DefDrivin	EEOSH	NewEmp(SexharaA	SexharaA	S H Prever	SHP Refre	EEO: DHLF	WkplVioP	WPV Mgr	DivPhase2	Em Prep	DiscriHara	SecurAwa	Driving 4
16		.01E+09	Human Re	Managem	D														
10		.01E+09	Human Re	Office Ass	D														
15		.01E+09	Human Re	EEO Progr	D														
16		.01E+09	Human Re	Office Ass	D			########						########		########			
15		.01E+09	Human Re	Personnel	D														
16		.01E+09	Human Re	Office Ass	D													8-Jun-18	
14		.01E+09	Human Re	Personnel	D														
10		.01E+09	Human Re	Senior Of	D														
16		.01E+09	Human Re	Employee	D						########			6-Mar-19					
16		.01E+09	Human Re	CivilSvceC	X														
15		.01E+09	Human Re	Position C	D														
16		.01E+09	Human Re	Director o	A														
16		.01E+09	Human Re	EEO Progr	D														
15		.01E+09	Human Re	Personnel	D								########						25-Oct-18
16		.01E+09	Human Re	Personnel	D														
16		.01E+09	Human Re	Managem	D														
16		.01E+09	Human Re	Position C	D						########								
16		.01E+09	Human Re	Senior Of	D														
16		.01E+09	Human Re	Senior Of	D														25-Oct-18
16		.01E+09	Human Re	Principal F	D														
16		.01E+09	Human Re	Deputy Di	B														
14		.01E+09	Human Re	Personnel	D			########					########		18-Oct-18	8-Mar-19		########	25-Oct-18
16		.01E+09	Human Re	Office Ass	D			########								########		########	
16		.01E+09	Human Re	Staff Deve	D			4-Feb-19						7-Feb-19	########		########	7-Feb-19	
16		.01E+09	Human Re	Position C	D														
16		.01E+09	Human Re	Employee	D														
15		.01E+09	Human Re	Senior Of	D								########				########		
16		.01E+09	Human Re	Office Ass	D			########					########		########		########		
16		.01E+09	Human Re	CivilSvceC	X														
16		.01E+09	Human Re	County Sa	D						########			6-Mar-19					
15		.01E+09	Human Re	Personnel	D														
16		.01E+09	Human Re	Managem	D						########		########						
16		.01E+09	Human Re	Principal F	D														

➢ **HOW TO REVIEW AN INDIVIDUAL EMPLOYEE'S TRAINING SUMMARY**

In PeopleSoft, navigate to Review Training Summary.

Favorites ▾	Main Menu ▾	>	Administer Training ▾	>	Result Tracking ▾	>	Review Training Summary
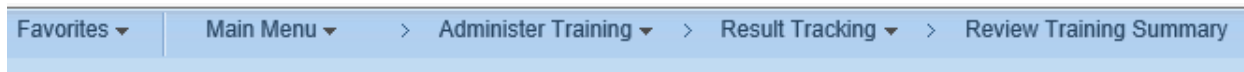
Enter employee ID # or first and last name. Click Search.

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 ✔ |
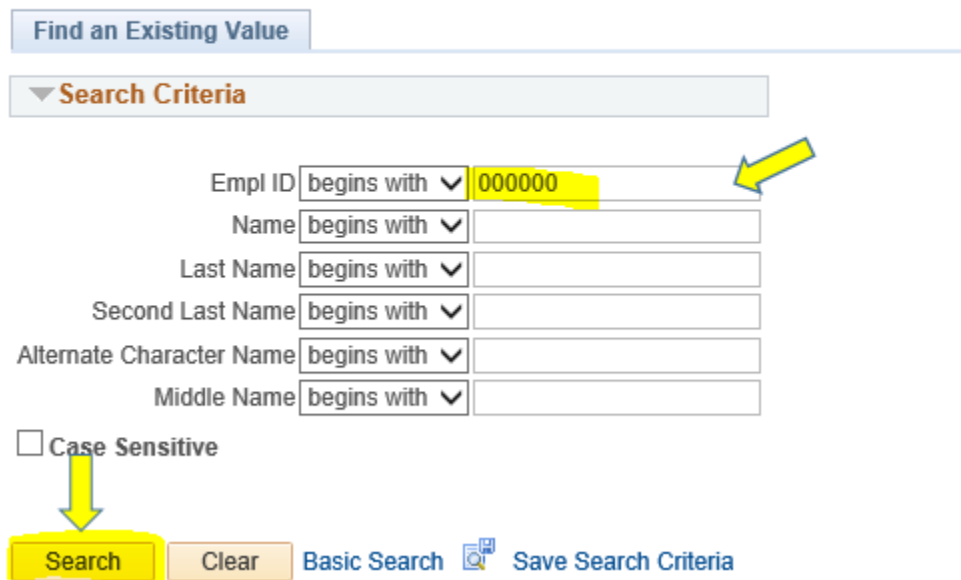
☐ Case Sensitive

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

Click "show all columns".

Review Training Summary
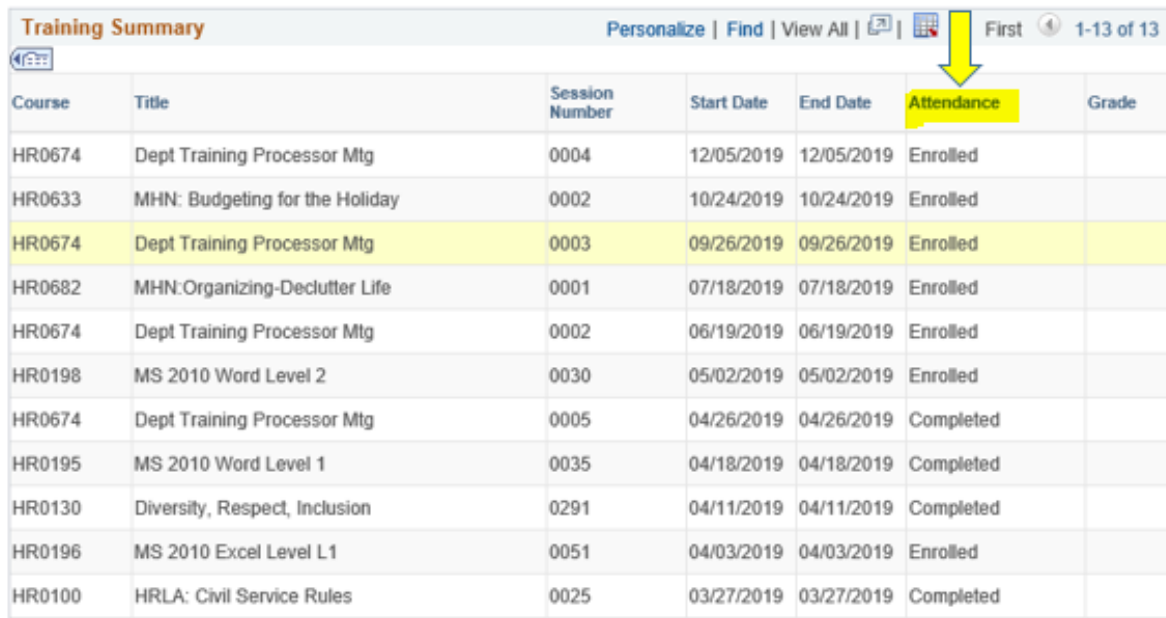
Person ID ▮▮▮▮

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
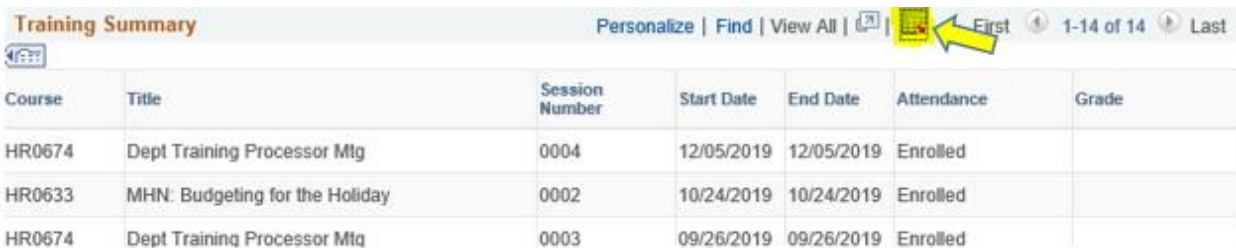
"Attendance" will show current status.

To print the report, you will need to download the report to Excel. Click "Download Training Summary to Excel."

Click Open.

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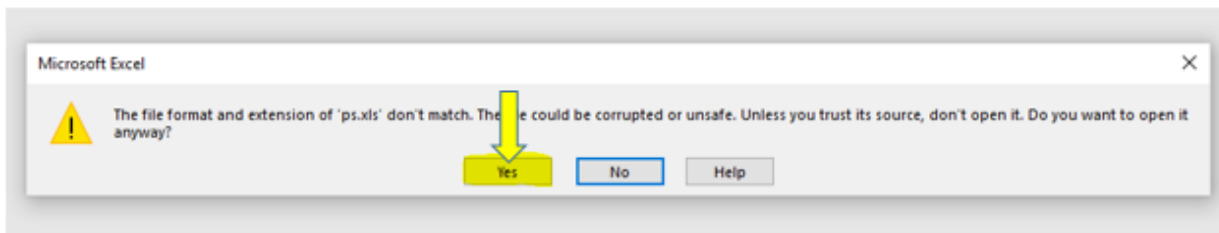
The report will open in Excel. Feel free to modify the data in a format that will meet your needs. One of the gaps in this report is that it does not show an expiration date for the mandatory trainings. You will need to enter in another column next to each of the training records for a column that contains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

Course	Title	Session Number	Start Date	End Date	Attendance	Grade
HR0674	Dept Training Processor Mtg	4	12/5/2019	12/5/2019	Enrolled	
HR0633	MHN: Budgeting for the Holiday	2	10/24/2019	10/24/2019	Enrolled	
HR0674	Dept Training Processor Mtg	3	9/26/2019	9/26/2019	Enrolled	
HR0682	MHN:Organizing-Declutter Life	1	7/18/2019	7/18/2019	Enrolled	
HR0161	Communicate w/Tact & Diplomacy	6	6/26/2019	6/26/2019	Enrolled	
HR0674	Dept Training Processor Mtg	2	6/19/2019	6/19/2019	Enrolled	
HR0198	MS 2010 Word Level 2	30	5/2/2019	5/2/2019	Completed	
HR0674	Dept Training Processor Mtg	5	4/26/2019	4/26/2019	Completed	
HR0195	MS 2010 Word Level 1	35	4/18/2019	4/18/2019	Completed	
HR0130	Diversity, Respect, Inclusion	291	4/11/2019	4/11/2019	Completed	
HR0196	MS 2010 Excel Level L1	51	4/3/2019	4/3/2019	Enrolled	
HR0100	HRLA: Civil Service Rules	25	3/27/2019	3/27/2019	Completed	
HR0117	Workplace Violence Prevention	324	3/20/2019	3/20/2019	Completed	

SECTION VIII: RISKS

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.

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?
Log into PeopleSoft and navigate to "Enroll Individually". Search by course date, select course, click find and enter employee ID. If successfully enrolled, result will pull up employee name with attendance showing "enrolled".

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?
Please email sjcengage@sjgov.org and request an increase for number of enrollment.

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.

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.

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 after completing the HRLA/DFLS series 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

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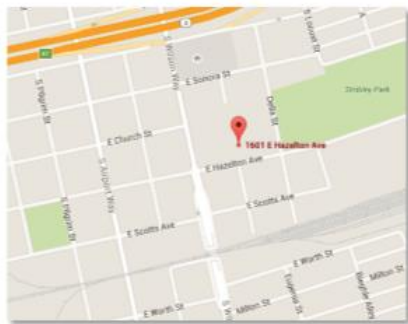
Human Services Agency
102 S. San Joaquin, Stockton CA 95202

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
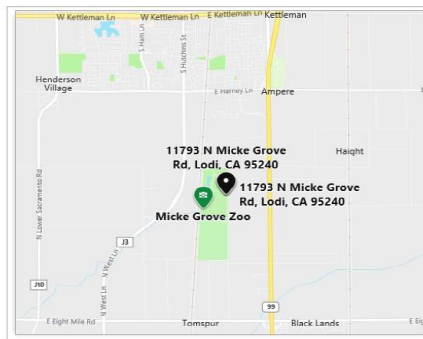
Training Room Locations	Maximum Capacity
ADMINISTRATION BUILDING ROOM 146	48
ADMINISTRATION BUILDING ROOM 430	75
ADMINISTRATION BUILDING ROOM 471	35
AGRICULTURAL CENTER - ASSEMBLY 1	72
AGRICULTURAL CENTER - ASSEMBLY 2	128
AGRICULTURAL CENTER - ASSEMBLY 3	128
AGRICULTURAL CENTER - MOKELUMNE	32
AGRICULTURAL 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

Summary of Human Resources Trainings

Mandatory Courses

Course Name	Course #	Course Length	By When	Frequency	For Who	Course Description
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.
Benefits Orientation	HR0001	3 hours	30 days from date of hire	Once	All new County employees	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
Diversity, Respect & Inclusion	HR0130	2.5 hours	30 days from date of hire	Every 5 years	All 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.
Discrimination & Harassment Awareness & Prevention, General	HR0151	3 hours	30 days from date of hire	Every 2 years	All non-Supervisor County employees	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.
Workplace Violence Prevention & Recognition, General	HR0117	2.5 hours	30 days from date of hire	Every 5 years	All non-Supervisor 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.
Workplace Violence Prevention & Recognition, Mng/Sup	HR0119	3.5 hours	30 days from date of hire	Every 3 years	All Managers & Supervisors	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.
Emergency Preparedness	HR0141	2 hours	30 days from date of hire	Once	All 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.
Cyber Security	HR0721	Online	30 days from date of hire	Once	All County employees	Processes that maintain the confidentiality, integrity and availability of business data in various forms.

Course	Code	Duration/Format	Frequency	Audience	Description
AB1234 Local Ethics	HR0235	Online	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	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	Once	All County employees	

Mandatory Refresher Courses

Course	Code	Duration	Timeline	Audience	Description
Workplace Violence Recognition & Prevention Refresher, General	HR0687	1.75 hours	Before Compliance Expiration	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	All Managers & Supervisors	This is the mandatory refresher course for HR0119.

Safety Courses

Course	Code	Duration	Timeline	Audience	Description
Experienced Driver 4	HR0176	3.5 hours	6 months from date of hire	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	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

Course	Code	Duration	Timeline	Audience	Description
HRLA: Understanding the Internal Structure	HR0814	3 hours	3 months from date of appointment to supervisor	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	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	All Managers & Supervisors	This course helps participants understand the challenges and responsibilities of a leader and learn the Five Practices of Exemplary Leadership.

Course	Code	Duration	Timeframe	Frequency	Audience	Description
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.
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 help supervisors and managers understand their legal responsibilities in preventing and addressing discrimination and workplace harassment complaints.
HRLA: Union Relations for Managers	HR0780	3 hours	3 months from date of appointment to supervisor	Once	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: Communication & Conflict Management	HR0008	4 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: Hiring & Interview Skills	HR0027	3 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: Intro to Progressive Discipline	HR0029	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: Leave Administration	HR0101	3.5 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: Payroll, PeopleSoft & FSLA	HR0815	3 hours	3 months from date of appointment to supervisor	Once	All Managers & Supervisors	One of the primary functions for managers and supervisors is approvign 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: SJC Performance Evaluation Guidelines	HR0057	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.

Human Resources Division

Jennifer Goodman, Director

Rachel Novetzke, Assistant 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.

<u>**New Employee Orientation:**</u>
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 3/11/24. 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.

<u>**Virtual Platform Information/Requirements:**</u>
- You will need access to a computer/laptop 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:

2024 Virtual New Employee Orientation - Day 1		
ALL NEW STAFF		
COURSE TITLE	TIME	Training Platform
HR0047 - New Employee Orientation	8:30 – 10:00	Live Virtual
HR0750- Public Service Ethics	10:00 - 10:45	Live Virtual
HR0130 - Diversity, Respect & Inclusion	11:00 - 12:30	Live Virtual
Lunch	12:30 – 1:30	
HR0001 - New Employee Benefits	1:30 – 3:00	Live Virtual
HR0729- COVID-19	3:00 – 3:30	Self-Guided
Labor Organization Presentations	3:30 – 4:00	Live Virtual

2024 Virtual New Employee Orientation - Day 2		
Non-Supervisors		
COURSE TITLE	TIME	Training Medium
HR0721– Cyber Security	8:30 – 9:00	Self-Guided
HR0141 – Emergency Preparedness	9:00 – 9:30	Self-Guided
HR0151 - Discrimination & Harassment Prevention	9:30 – 12:30	Self-Guided
Lunch	12:30 – 1:30	
HR0117 – Workplace Violence Prevention	1:30 – 4:30	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

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:			
1st Workshop Date		**2nd 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 D
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	bhopkins@sjgov.org
Supervisor Approval:	**Date:**
	6/1/19

Department Training Processor

Processor's Name:	E-Mail
Tonya Arevalos	sjcengage@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:**
Teams, 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:	**To find who your Departmental Training Processor is:**	**Other Training needs** Contact:
Department Training Processor	Contact your Administration department or check the website www.sjgov.org/hr	Employee Development (209) 953-7563 sjcengage.com

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:

Course Title:	**Last Date Taken:**	**Expiration Date:**	**Course Frequency:**

These courses are being offered at the following dates and times in this catalog session:

Course Title:	**Date Offered:**	**Time:**	**Location:**

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

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

sjc engage

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>
☐	_____	HR0729- COVID-19
☐	_____	HR0721- Cyber Security

☐ Cyber Security Video 1
☐ Cyber Security Video 2

☐ _____ HR0750- Public Service Ethics
   ☐ Public Service Ethics Video
   ☐ Ethics Policy read

☐ _____ HR0151-Sexual Harassment& Discrimination Prevent. (Nonsupervisory)
   ☐ Civil Rights Department Online Training (Interactive Training)
   ☐ Civil Rights Department Certificate of Completion - attach to email
   ☐ Harassment Prevention Video
   ☐ Supplemental Documents read

☐ _____ HR0070- Sexual Harassment& Discrimination Prevention (Supervisory)
   ☐ Civil Rights Department Online Training
   ☐ Civil Rights Department Certificate of Completion - attach to email
   ☐ Harassment Prevention Video
   ☐ Supplemental Documents read

☐ _____ HR0200- Heat Illness Prevention (Nonsupervisory)
☐ _____ HR0802- Heat Illness Prevention (Supervisory)
☐ _____ HR0176- Experienced Driving
☐ _____ 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 <u>one email</u> to SJCENGAGE@sjgov.org to receive credit for your trainings, CC: Department Training Processor.

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):

Completed	Date	Course Title
☐	3/15/24	HR0729- COVID-19
☐	_____	HR0721- Cyber Security

        ☐ Cyber Security Video 1
        ☐ Cyber Security Video 2

Completed	Date	Course Title
☐	3/16/24	HR0750- Public Service Ethics

        ☐ Public Service Ethics Video
        ☐ Ethics Policy read

☐	_____	HR0151-Sexual Harassment& Discrimination Prevent. (Nonsupervisory)

        ☐ Civil Rights Department Online Training (Interactive Training)
        ☐ Civil Rights Department Certificate of Completion - <mark>attach to email</mark>
        ☐ Harassment Prevention Video
        ☐ Supplemental Documents read

☐	_____	HR0070- Sexual Harassment& Discrimination Prevention (Supervisory)

        ☐ Civil Rights Department Online Training
        ☐ Civil Rights Department Certificate of Completion - <mark>attach to email</mark>
        ☐ Harassment Prevention Video
        ☐ Supplemental Documents read

☐	_____	HR0200- Heat Illness Prevention (Nonsupervisory)
☐	_____	HR0802- Heat Illness Prevention (Supervisory)
☐	_____	HR0176- Experienced Driving
☐	_____	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:** _3/16/24_____

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 <u>one</u> email to SJCENGAGE@sjgov.org to receive credit for your trainings, CC: Department Training Processor.

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):

Completed	Date	Course Title
☐	_____	HR0100- HRLA: Civil Service Rules
☐	_____	HR0030- HRLA: Introduction to the Role of the Leader
☐	_____	HR0052- HRLA: Risk Management: What Every Manager Should Know
☐	_____	HR0070-HRLA: EEO: Discrimination and Harassment Laws & Prevention (Self-guided video)
☐	_____	HR0008- HRLA: Communication & Conflict Management
☐	_____	HR0027- HRLA: Hiring & Interview Skills
☐	_____	HR0029- HRLA: Intro to Progressive Discipline
☐	_____	HR0101- HRLA: Leave Administration
☐	_____	HR0057- HRLA: SJC Performance Evaluations Guidelines
☐	_____	HR0815- HRLA: Payroll, PeopleSoft & FLSA
☐	_____	HR0814- HRLA: Understanding the Internal Structure
☐	_____	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 sjcengage@sjgov.org in order to receive credit for your trainings and to be placed on the list for your program completion certificate.