

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: November 18, 1988
Reference Code: 88-102

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relation Officers
Personnel Officers
Training Officers

From: Department of Personnel Administration

Subject: Training on Substance Testing

To prepare for implementation of the State's reasonable suspicion drug and alcohol testing program for sensitive positions, the Department of Personnel Administration (DPA) has developed a plan to provide supervisory training on the program during the coming months. This memorandum provides initial, basic information on this training effort. Because the substance testing program is so sensitive, it is mandatory that supervisors and managers of employees in sensitive positions be thoroughly trained before they assume responsibility for using the drug testing process.

DPA is now in the process of working with departments to designate sensitive positions. This will give departments that have them a good idea of their approximate number and should enable them to determine which current supervisors and managers need drug testing training. Training will also be required on an ongoing basis for newly appointed supervisory employees.

There will be two approaches to providing the training. For departments having a substantial number of sensitive position supervisors and managers (generally 25 or more), we believe that a Training-for-Trainers approach is needed, since DPA staff alone could not directly train all of the 8,000-10,000 supervisors involved in this program. Therefore, DPA is planning to provide a series of T-4-T sessions for

a core group of trainer(s) from each of these departments. A separate memorandum is being sent to these departments regarding this training. The departments we would like to have in this group are:

Alcoholic Beverage Control
Consumer Affairs
Corrections
Developmental Services
Education
Fish and Game
Forestry
General Services
Highway Patrol

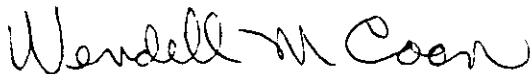
Justice
Mental Health
Motor Vehicles
Parks and Recreation
State Fire Marshal
Transportation
Veterans Affairs
Water Resources
Youth Authority

Any other departments wishing to be in the T-4-T group should contact Sydney Miguel at the number shown below.

For departments having fewer supervisory employees, it may not be practical to participate in the T-4-T effort. In these cases, DPA will provide direct supervisory training through the State Training Center. We anticipate that this will be offered in February, 1989. Specific times will be announced at a later date.

In addition, DPA is currently retaining the services of a professional consultant to provide specialized training in the area of drug awareness and identification of drug impairment in the workplace. Several training sessions will be offered in January to give representatives from both large and small departments an opportunity to acquire additional knowledge in this area and determine if this level of training would be appropriate for their programs. A future memorandum will provide specific enrollment information.

If you have any questions or comments, please contact Sydney Miguel at (916) 324-9363, ATSS 454-9363.



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