

STATE OF CALIFORNIA

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS

DATE: January 23, 1990
Reference Code: 90-03

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS
DEPARTMENTAL TRAINING OFFICERS

FROM: Department of Personnel Administration
Office of the Director

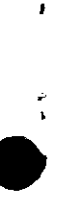
SUBJECT: Supervisory Training Program Compliance Survey

The Department of Personnel Administration is conducting a survey of selected departments to determine if employees who were appointed to supervisory classifications in 1987 received the mandatory training outlined in Section 19995.4 of the Government Code.

The Code requires that all appointees to designated supervisory positions between January 1, 1984 and December 31, 1989 attend 80 hours of supervisory training, at least 40 of which shall be structured and conducted by a qualified instructor. The additional 40 hours of training may be provided on-the-job by a qualified higher level supervisor or manager. The training for these appointees was required to have been completed within 12 months of appointment.

The Code was amended in 1989 (AB 477, Lancaster) to require that supervisors appointed after January 1, 1990 complete the entire 80 hours of mandated training within the term of the probationary period unless it is demonstrated that to do so creates additional costs or that the training cannot be completed during the probationary period due to the limited availability of training courses.

In December, 1987, to determine the average levels of compliance with the law, DPA conducted a servicewide survey of employees who were appointed to initial supervisory classifications for the calendar year 1985. The survey results were based upon 1,110 responses from individuals in 55 departments. The servicewide average for completion of the mandatory 80 hours was 65.27%. The average length of time for completion was 12.18 months. Fifteen of the departments surveyed had compliance rates of 80% or better and completion time between 6 and 11 months.



SUPERVISORY TRAINING SURVEY

Name:

Department:

(PLEASE NOTE: All of these questions refer to your 1987 supervisory appointment.)

On what date did you complete your 80 hour supervisory training program?:

How many hours of formal classroom training did you attend?:

How many hours of On-the-job training (OJT)?:

(Definition of on-the-job training (OJT): An alternative or complement to formal classroom training which is planned and conducted by a qualified individual, usually at the worksite, either through the use of problems or situations or the more traditional "learn while you work" approach in which a work product is involved.)

Please check the subject areas which were important to you as a new supervisor:

- | | |
|--|---|
| <input type="checkbox"/> Role of the Supervisor | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Techniques of Supervision | <input type="checkbox"/> Organizing |
| <input type="checkbox"/> Staffing and Controlling | <input type="checkbox"/> Affirmative Action |
| <input type="checkbox"/> Performance Standards | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Performance Appraisal | <input type="checkbox"/> Labor Relations |
| <input type="checkbox"/> Grievance Handling | |

Which was the most important (or critical) subject area for you?:

Was the subject covered in formal classroom training?:

Approximately how much training time was spent on the subject?:

List the subject areas which you feel should have been covered in your training program:

If you have not completed a formal supervisory training program, please explain or check below:

- This was not my first appointment to a supervisory position.
- This was not a supervisory position.

Please return your completed survey by February 23, 1990 to: Department of Personnel Administration, 1515 S. Street, Ste. 105 North, Sacramento, CA 94244-2350 .

The follow-up survey will only cover those departments which were not surveyed previously and those which reported compliance rates of less than 70% and/or completion time of more than 14 months.

Questionnaires (sample attached) will be addressed to all staff in the departments appointed to entry level supervisory positions during 1987. The questionnaires will be sent to the Departmental Training Officer for distribution by January 22, 1990. Each will be labeled with the employee's name, office location (at the time of appointment), date of appointment, and a pre-addressed envelope for a direct return of the completed form to DPA.

The information gathered in this survey will be used to determine the overall level of compliance with the statutory mandate and the perceived value of the required training curricula. A summary report will be prepared and distributed to all departments at the conclusion of the survey. Specific information will be available to individual Departmental Training Officers upon request.

Thank you for your cooperation. Results of the survey should be available by April, 1990. If you have any questions or need more information, please call Marsha Sampson, State Training Program Manager, at (916) 324-3056 or ATSS 454-4056.



LILLIAN ROWETT
Chief Deputy Director

Attachment