

STATE OF CALIFORNIA

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS

DATE: July 16, 1990
Reference Code: 90-32

PLEASE DISTRIBUTE THIS MEMORANDUM TO THE DEPARTMENTAL TRAINING OFFICER AND/OR PERSONNEL OFFICER

FROM: DEPARTMENT OF PERSONNEL ADMINISTRATION

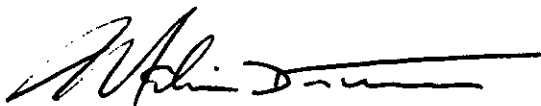
SUBJECT: ANNUAL SERVICEWIDE REPORT OF TRAINING (FY 89-90)

Information regarding training attendance in your department for the Fiscal year 1989-90 is due to the Department of Personnel Administration by October 12, 1990. Attached to this memo is a copy of the format to be used for reporting information from your department. The format is the same as last year.

The report for FY 88-89 was released in March, 1990, and covered data submitted by 89 departments representing 154,828 employees and 19 bargaining units. The information was sent to the Governor's Office, Legislative Offices, Collective Bargaining Units, all State Departments and other interested parties. If you did not receive a copy, please contact Celi Sandoval at (916) 324-4049.

If you have any questions about the report or the information required, please call Marsha Sampson at (916) 324-4056, ATSS 454-4056 for assistance. We hope to have training attendance information which covers all bargaining units and all state departments for this fiscal year.

With your cooperation, the report for FY 89-90 will be released in December, 1990.



Melvin D. Turner, Chief
Training and Development Division

Attachment



