

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: New On-Line Training for Human Resources Professionals, Managers and Supervisors, and State Employees - "Modernizing California's Human Resources Program"	REFERENCE NUMBER: 2010-038
DATE ISSUED: December 21, 2010	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Training Officers**

FROM: Department of Personnel Administration
Statewide Learning and Performance Management

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Human Resources (HR) Modernization's goal is to modernize and streamline the State's HR program so that departments can recruit, develop, and retain a well-qualified, high performing workforce. To assist with meeting this goal, HR Modernization and the Department of Personnel Administration are pleased to announce the release of a new on-line tutorial entitled "[Modernizing California's HR Program](#)." This introductory two-hour tutorial is available to all state employees 24/7 via the internet at no cost.

The tutorial describes a competency-based HR program, defines competencies, and explains how they can be used in hiring, managing, and developing employees. The tutorial provides an overview of the Leadership Competency Model, information on change management, and employee and organizational performance management. At the end of the tutorial, viewers are asked to identify at least three actions they will take to implement a competency-based HR program in their organization.

Although everyone can benefit from taking this tutorial, we highly recommend that all HR professionals, managers, and supervisors take this course. If your department has new supervisors who are in the process of completing their 80 hours of basic supervisory training, their review of this course will count for up to two hours of structured training time pursuant to [PML 2010-013](#) and [Government Code § 19995.4](#)

Like all training, staff should obtain approval before viewing this training, schedule time to complete the training, and record completion of the training with their training office.

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At the end of the tutorial, a completion certificate can be printed to assist with tracking training. Departments are encouraged to add a link to this course on their intranets.

If you have any questions regarding this information, please contact Joan Strohauer, Education Programs Consultant at JoanStrohauer@dpa.ca.gov, (916) 558-1812, or e-mail feedback about the course to HRModFeedback@dpa.ca.gov.

/s/Jodi Traversaro

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