

Business and Fiscal Group 12

October 19-23, 2015

Training Syllabus



McClellan Training Center and
Statewide Museum Collection Center



Memorandum

Date: October 7, 2015

To: Supervisor

From: Ann Slaughter, Acting Department Training Officer
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Business and Fiscal Group 12

An employee from your office will soon be attending the formal training program described in the attachment. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Specialist.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment

cc: Participant

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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance through
consulting, collaboration, training and development.***

TRAINING SECTION STAFF

Ann D. Slaughter Acting Department Training Officer
Jack Futoran EMS and LFG Training Coordinator
Dave Galanti Training Specialist
Kenney Glaspie Training Specialist
Karyn Lombard Training Specialist
Sara M. Skinner Training Specialist
Jason Smith Academy Coordinator
Matt Cardinet Cadet Training Officer
Jeremy Alling Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center and other locations including the Marconi Conference Center and the McClellan Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Print a copy of the syllabus to bring with you to class. Read it before you arrive and review it following the program along with material you received at training.
2. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent or Office Manager). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

The cost of your travel (air fair, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

3. HOUSING: Hotel reservations are the responsibility of the participant and are eligible for reimbursement pursuant to the “allowable state rate” for Sacramento County on the Park Intranet website at http://isearch/?page_id=1295 or http://isearch.parks.ca.gov/default.asp?page_id=1216
4. ENROLLMENT CANCELLATION POLICY: To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant.
5. ADDRESS AND PARKING: McClellan Training Center/SMCC, 4940 Lang Ave, McClellan, CA 95652 (also listed as Sacramento or North Highlands). The entry to the classroom is the last left door on the front side of the building. Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard. Maps are included at the end of this syllabus.
6. MEALS: Please find the restaurant maps on the last page of this syllabus.
7. TRAVEL CLAIMS: Instructions on how to file a travel expense claims will be given prior to the last day of training. Training will reimburse those participants that meet the lodging and meal reimbursement requirements from lunch on the first day of training through lunch on the last day of training. Reimbursement rates and requirements can be found at the link: http://isearch.parks.ca.gov/default.asp?page_id=1216
8. REFRESHMENTS: The only onsite food and beverages are from a vending machine. You are welcome to bring your own lunch and refreshments. There is a refrigerator, microwave and break room onsite that you may use.
9. TRAINING MATERIALS: A conference binder will be issued to you at the training session.
10. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
11. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during the program.
12. TELEPHONE: Your on-site coordinator is Karyn Lombard, phone (916) 657-0412.
13. ADDRESS: McClellan Training Center/SMCC, 4940 Lang Ave, McClellan, CA95652 (also listed as Sacramento or North Highlands).
 - Proceed to Exit 91 on I 80, Raley Blvd, exit north (south is Marysville Road, Del Paso Heights).

- Proceed to 2nd major intersection Main Ave (traffic light).
- Right on Main Ave, ¼ mile, Main terminates on Lang Avenue.
- Left on Lang Avenue along building row. Last bay by the flagpole is Parks lobby.
- Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard.

Note: Many people enter McClellan at Peacekeeper (east side of base, the training event takes place on the other side, separated by the air strip) and get lost. Please use above bulleted directions to accurately locate the McCellan Training Center.

OTHER TRAVEL INFORMATION:

Road Conditions

Caltrans Quick Map – Road conditions: <http://quickmap.dot.ca.gov/> or (800) 427-7623

CHP – Traffic incident information: <http://cad.chp.ca.gov/>

Maps with traffic speeds and accident reports: <http://www.sigalert.com/Map.asp>

Traffic, mass transit, and travel information: Dial 511

Weather Conditions

National weather service: <http://www.weather.gov/>

Weather.com: <http://www.weather.com/>

Traveling Preparedness

Winter driving tips and safety kit:

<http://www.dot.ca.gov/dist3/departments/mtce/drvqtip.htm>

Car safety and emergency safety kit: <http://www.ready.gov/car>

Roadside Emergency Kit: <http://www.ots.ca.gov/roadsideemergencykit.asp>

Transportation Security Administration (TSA) Guidelines:

<http://www.tsa.gov/traveler-information>

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the employee, supervisor, and Training Section in providing a return on the training investment to the Department.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the McClellan Training Center, the following list is provided:

- _____ 1. Read and understand the program syllabus prior to your arrival at the Training Center.
- _____ 2. Arrange your travel through your Unit/Office.
- _____ 3. Bring the following with you to training:
 - Program syllabus.
 - Professional business attire (**uniforms are not required for this program**).
 - Pens and pencils.

BUSINESS AND FISCAL GROUP 12

October 19-23, 2015

Monday

October 19

1230-1330 Orientation and Welcome Lombard/Simpson
Vanlandingham/Garcia

1330-1630

Business Services-Procurement

Purchasing Overview
Purchase Authority Purchase Orders (PAPO)

Hosmann/Willis/
Prock/Horsley/
Betancourt/Stone

Tuesday

October 20

0830-1630 Continuation of Purchase Authority Purchase Orders
PAPO Related Forms
Additional Approvals/Documentation Hosmann/Willis/
Prock/Horsley/
Betancourt/Stone

1130-1230 Lunch

Wednesday

October 21

0830-1200 Monthly CAL-Card Packets
Access Online Hosmann/Willis/
Prock/Horsley/
Betancourt/Stone

1200-1300 Lunch

1300-1630

Accounting Services

Concur/Travel Store
CalATERS/Travel

LaFata/DGS
Hart/Kim

BUSINESS AND FISCAL GROUP 12

October 19-23, 2015

Thursday

October 22

0830-1200

Accounts Payable Unit

DPR 117 Payment Processing and Prompt
Payment Act

Cook-Galiciao

Encumbrances (DPR 526 and DPR 229)

Tedlos/Carranza

Questions and Answers

Cook-Galiciao/Tedlos

1200-1300

Lunch

1300-1630

Cashiering Unit

Report of Collections (ROCs/EROc)

Newsome/Dani

Deposit Reconciliation

Newsome/Dani

General Ledger Unit

Expenditure Corrections

General Ledger

Reimbursements

Unit Staff

Friday

October 23

0830-1145

Fiscal Systems Support Unit

Accounting Intranet Overview

Mundy

Fiscal Tracking System Overview

Forster

Labor Information Database (LID)

Crabtree/Mak

DPR 511 (Monthly Work Report)

Crabtree

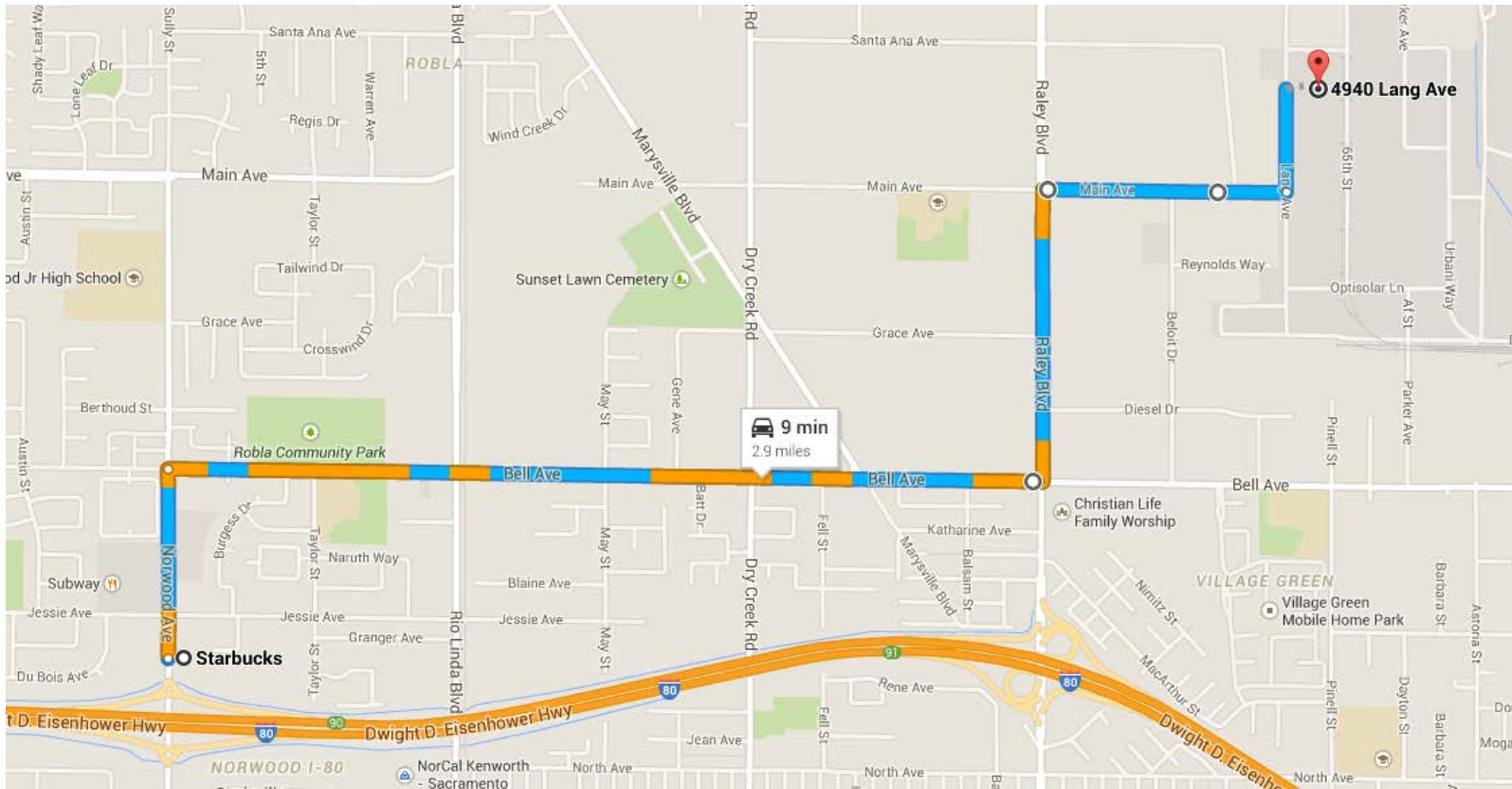
1145-1200

Wrap-up/Close

Lombard

Evaluations

Departure



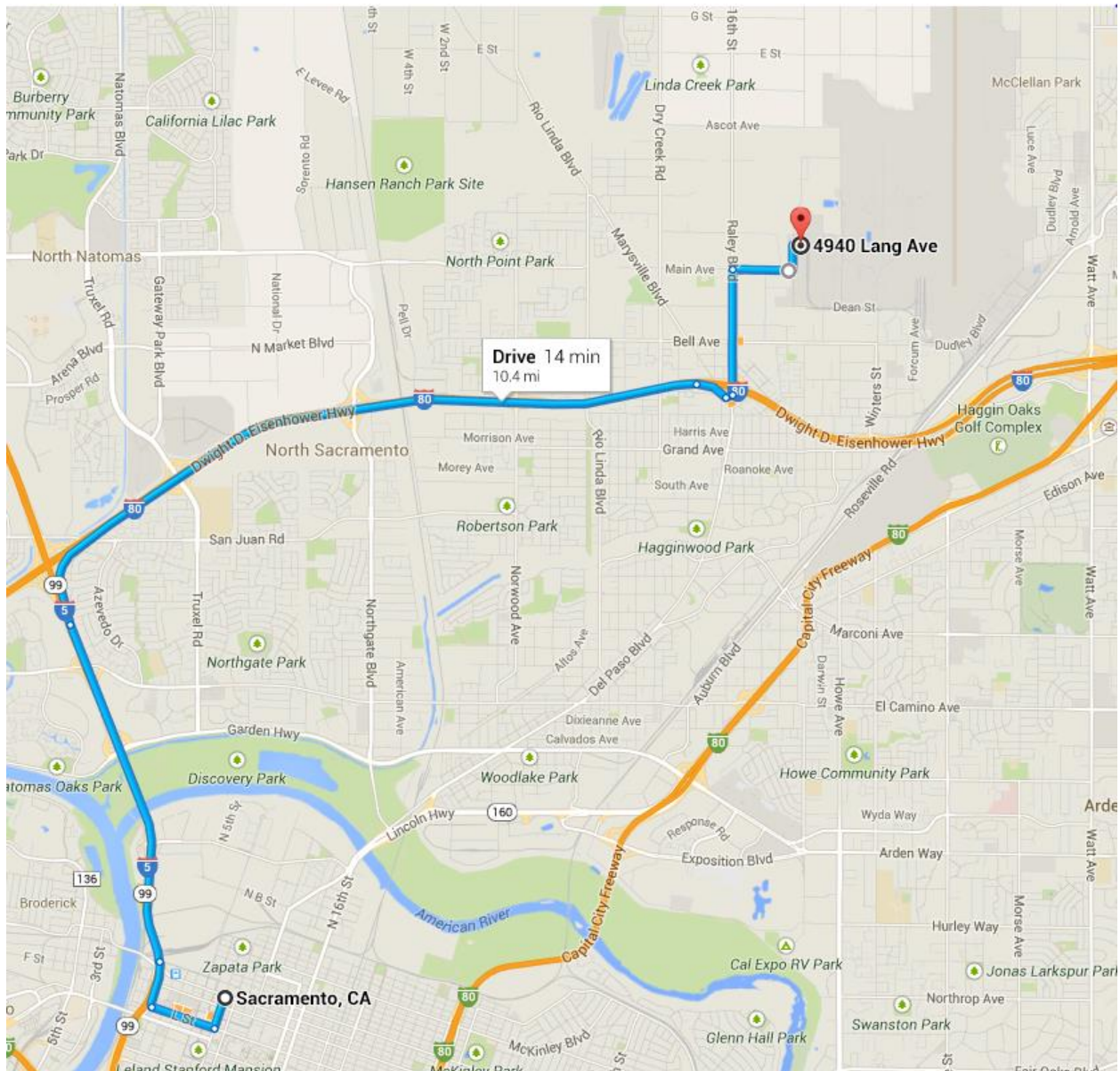
Lunch options available off of Norwood Ave:

Starbucks	4110 Norwood Ave
Jack in the Box	4128 Norwood Ave
Subway	4211 Norwood Ave
Round Table Pizza	4215 Norwood Ave, Suite 2

Directions from SMCC:

- Left out of parking lot onto Lang Ave
- Right onto Main Ave
- Left onto Raley Blvd
- To take side streets: Right onto Bell Ave for 1.5 miles, then left onto Norwood Ave
- To take freeway: Right onto I-80 W for 1.5 miles, then right onto Norwood Ave

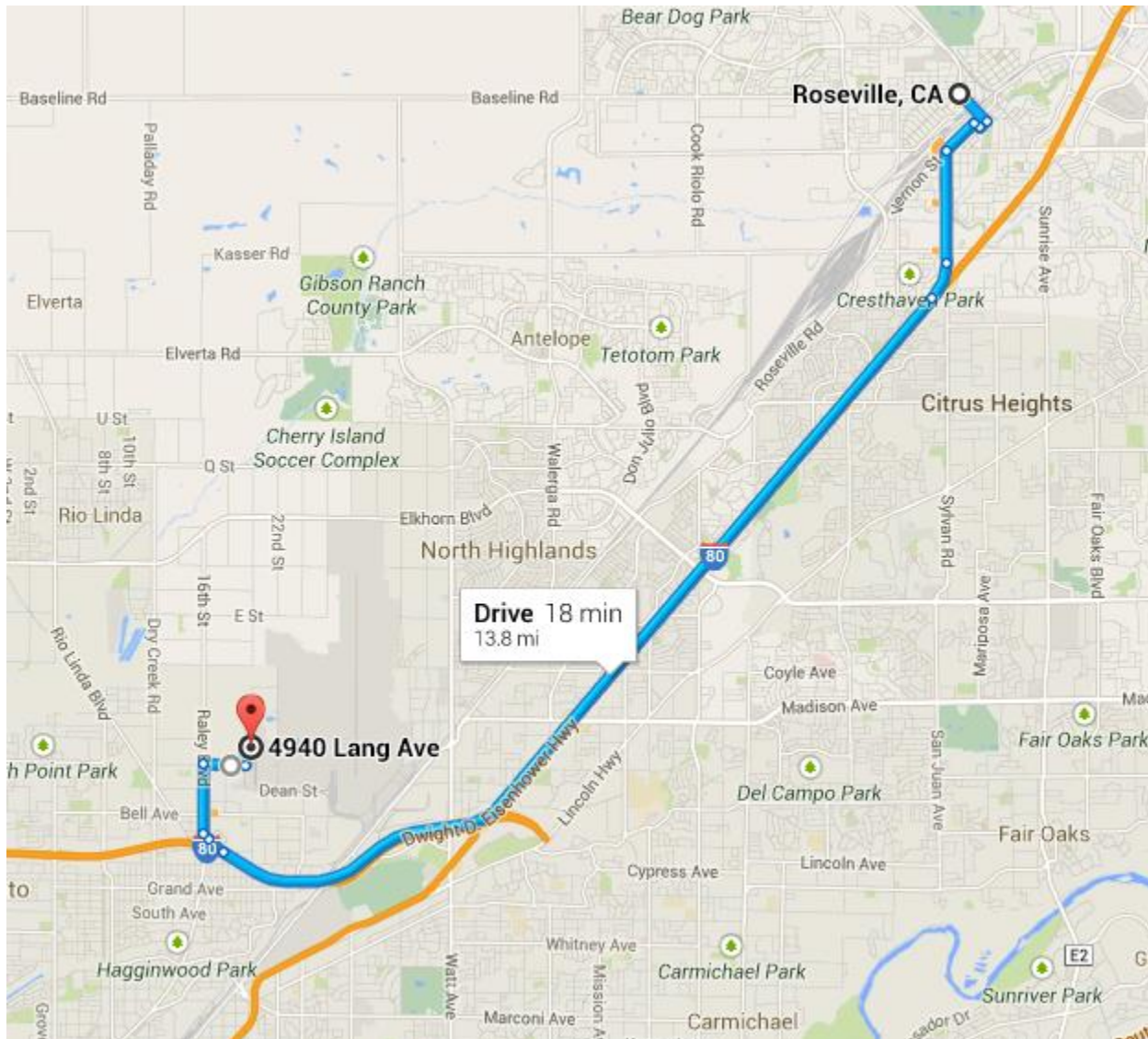
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Sacramento, CA

- Take I-5 N for ~2.5 miles
- Take I-80 E towards Reno for ~5 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

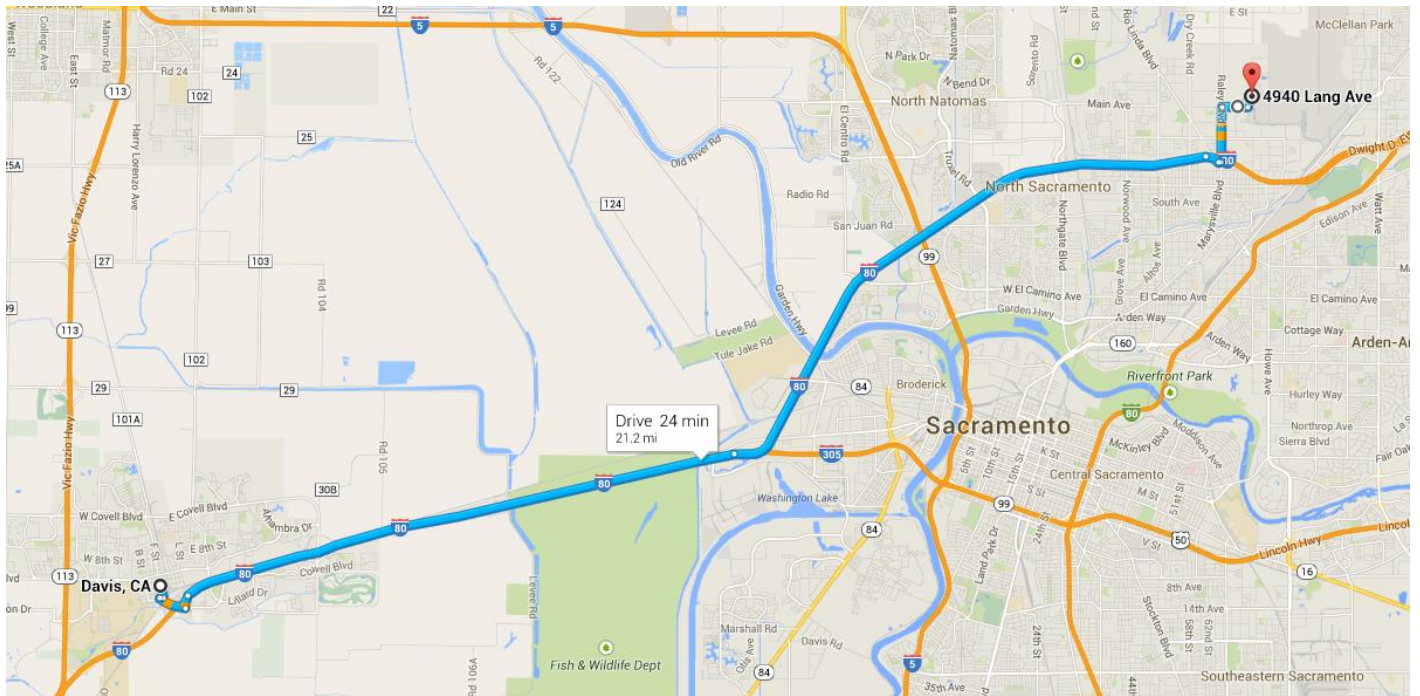
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Roseville, CA

- Take I-80 W towards Sacramento for ~10 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Merge right and head north onto Raley Blvd for 2 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

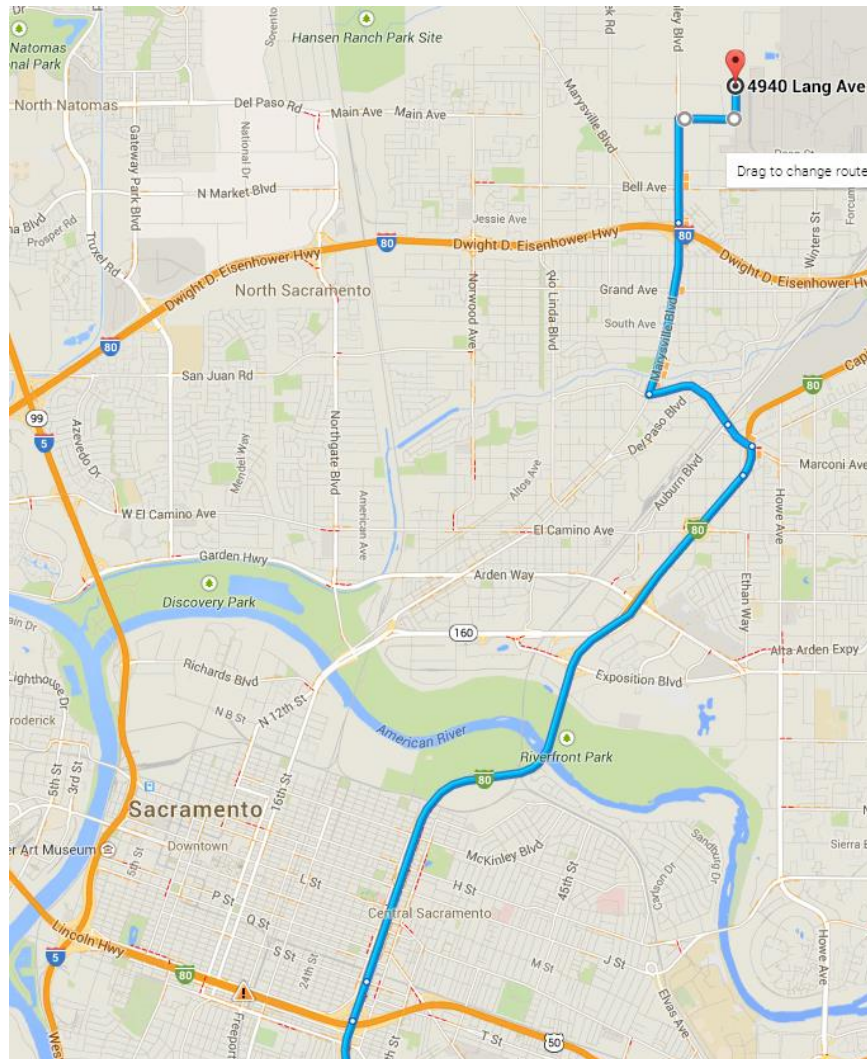
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Davis, CA

- Take I-80 E towards Reno for ~19 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

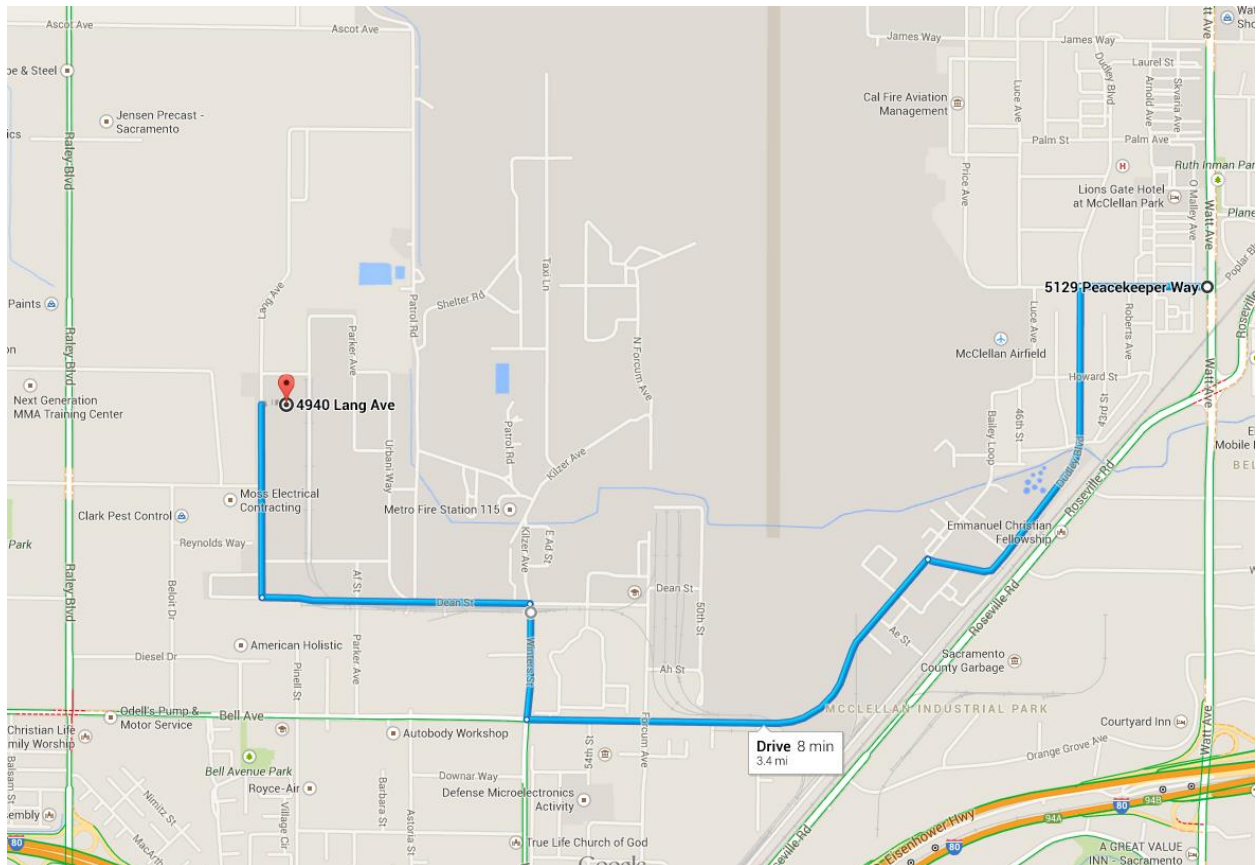
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From CA-99 N, south of Sacramento

- CA-99 N becomes I-80 E Business Route just southeast of downtown Sacramento
- Continue on I-80 E Business Route towards Reno for approx. 5 miles
- Take the Marconi Ave exit, stay in the left lane, turn left onto Marconi over an overpass
- Stay in left/forward lane (not the left turn lane), this lane becomes Arcade Blvd
- Take Arcade Blvd for 0.2 miles, through what looks like a residential area
- Turn right onto Marysville Blvd for 1.3 miles, through a mixed-use area
- Marysville Blvd becomes Raley Blvd when it passes over I-80, continue on for 0.8 miles
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a tall, white water tower.

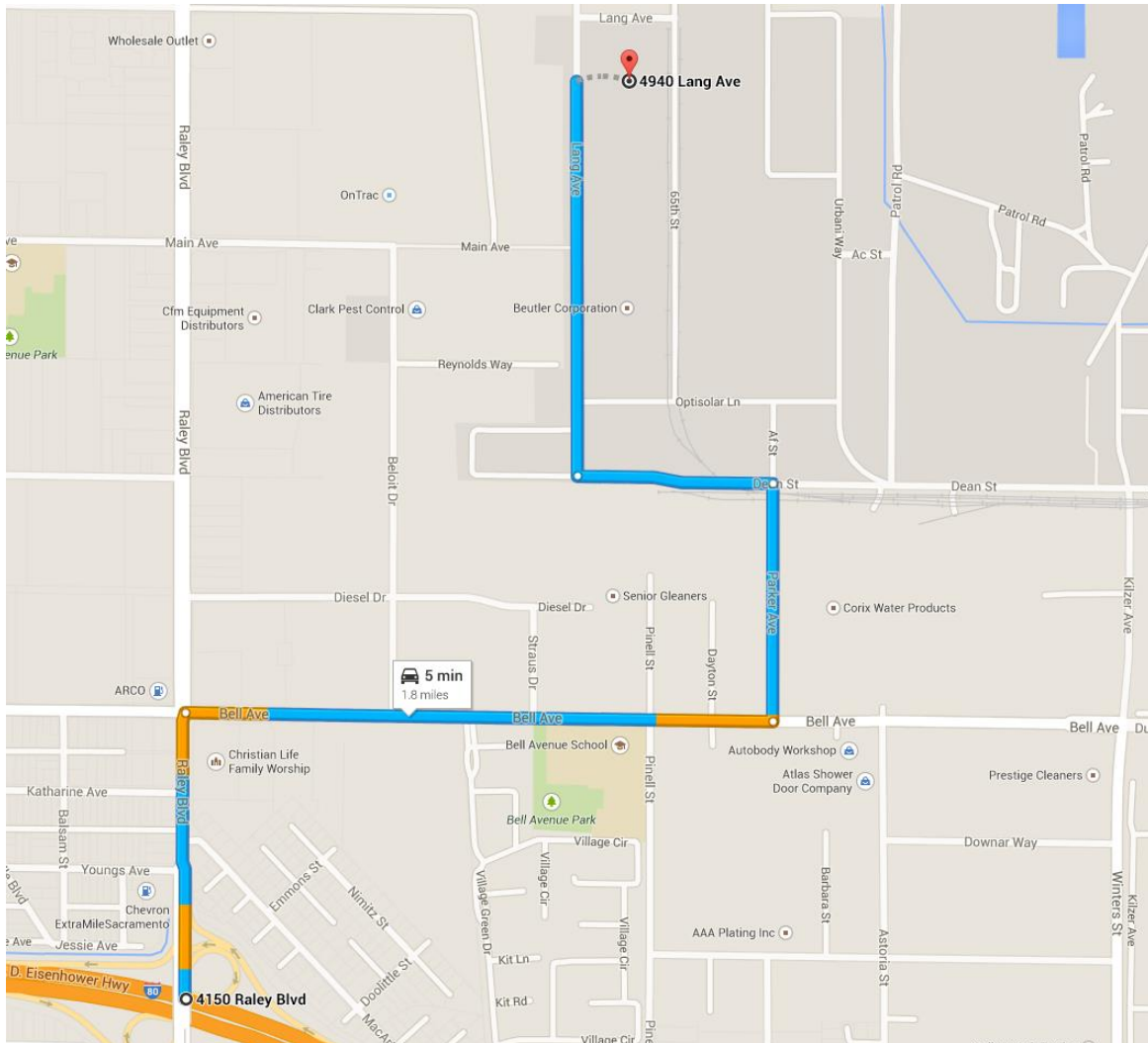
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From Watt Ave / East side of McClellan Business Park

- From Watt Ave, head west on (Peacekeeper Way, Palm Ave, James Way, or Freedom Park Drive – all of these cross Dudley Blvd)
- Turn left onto Dudley Blvd, heading south
- At intersection of Dudley Blvd and Dudley Way, turn left to stay on Dudley Blvd
- Turn right onto Winters Street at light
- After crossing railroad tracks, turn left onto Dean Street
- Dean Street turns right and becomes Lang Ave
- Follow Lang Ave to north end of warehouse row. We are located on the right, at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



AFTER HOURS (6PM-6AM) ACCESS TO SMCC

DIRECTIONS FROM I-80 - EXIT 91 RALEY BLVD

- 1. HEAD NORTH ON RALEY BLVD** (0.3 MI)

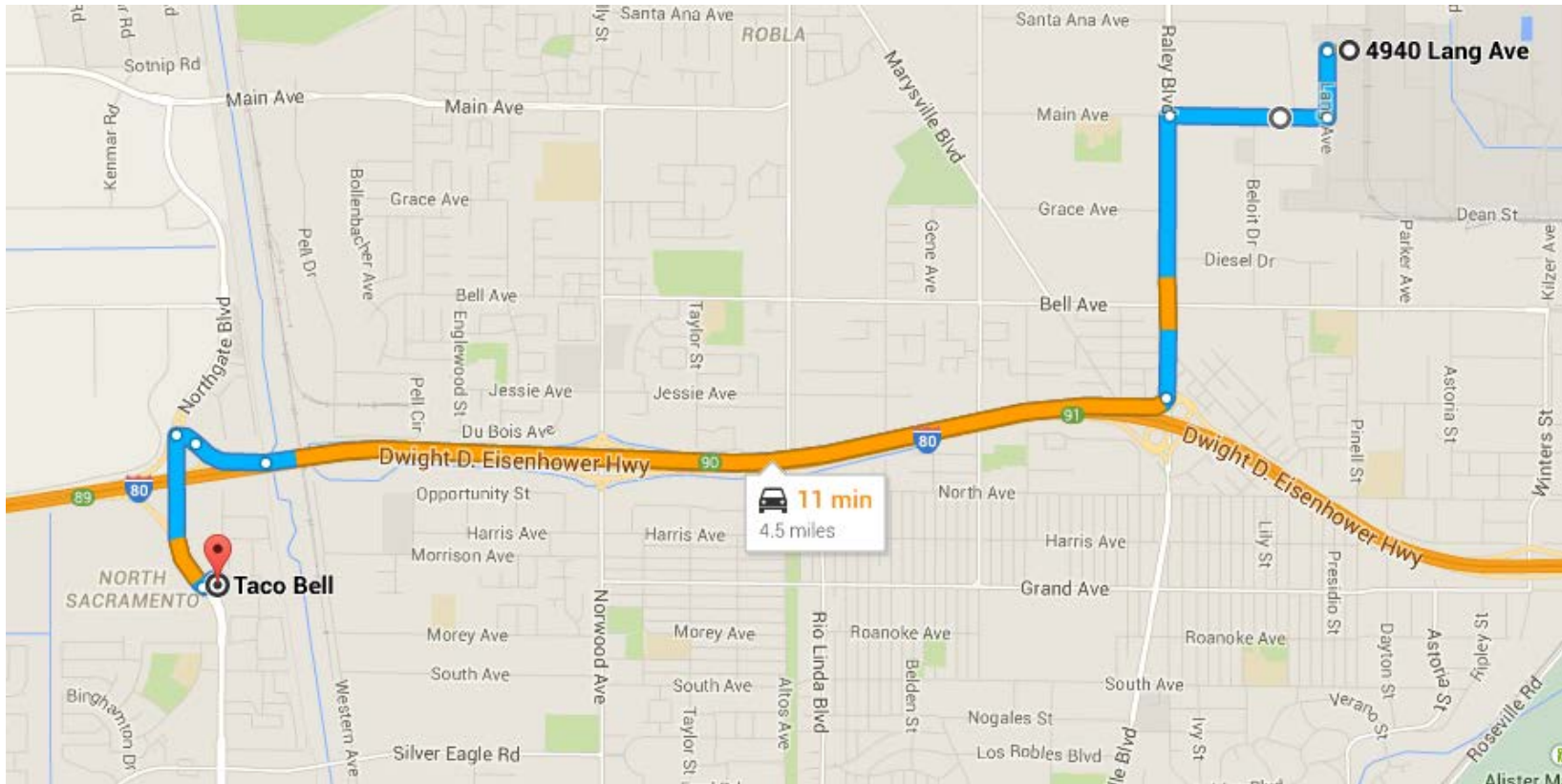
 - 2. TURN RIGHT AT THE FIRST INTERSECTION ONTO BELL AVE** (0.6 MI)

 - 3. TURN LEFT ONTO PARKER AVE** (0.3 MI)

 - 4. TAKE THE 1ST LEFT ONTO DEAN ST** (0.2 MI)

 - 5. TAKE THE 1ST RIGHT ONTO LANG AVE** (0.4 MI)

 - 6. FOLLOW LANG AVE TO END OF WAREHOUSE ROW. FACILITY LOCATED AT 4940 LANG AVE.**
-



Lunch options available off of Northgate Blvd:

North of I-80:

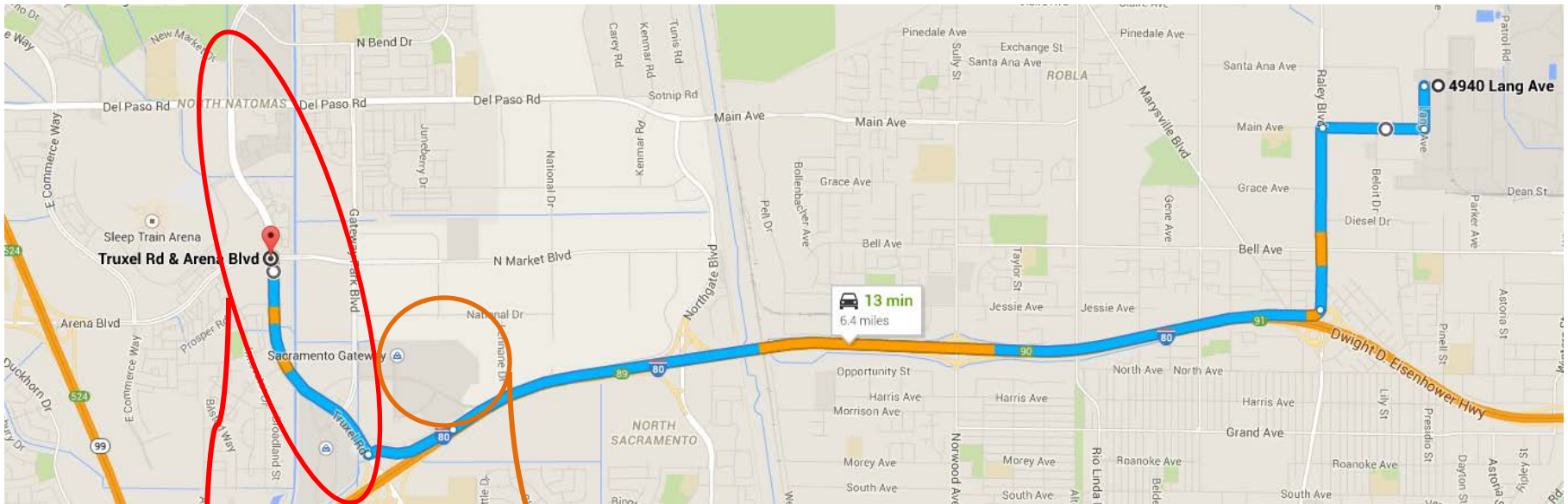
Wendy's 4180 Northgate Blvd
 L&L Hawaiian BBQ 4160 Northgate Blvd

South of I-80:

KFC 3580 Northgate Blvd
 Subway 3645 Northgate Blvd
 McDonald's 3773 Northgate Blvd
 Taco Bell 3820 Northgate Blvd

Directions from SMCC:

- Left out of parking lot onto Lang Ave
- Right onto Main Ave
- Left onto Raley Blvd
- Right onto I-80 W for 2.5 miles, exit onto Northgate Blvd
- For North of I-80 restaurants, stay in right lane and turn right onto Northgate Blvd
- For South of I-80 restaurants, turn left over freeway onto Northgate Blvd



Directions from SMCC:

- Left out of parking lot onto Lang Ave
- Right onto Main Ave
- Left onto Raley Blvd
- Right onto I-80 W for 3.5 miles, exit onto Truxel Road
- There are various restaurants available on both the left and right sides of Truxel.
- There are more options available off of N. Freeway Blvd *(When exiting on Truxel, stay to right, turn right onto Gateway Park Blvd, then right again on N. Fwy. Blvd.)*

Lunch options available off of Truxel Road:

Rubio's Fresh Mexican Grill	3551 Truxel Road
Wayside Noodles (Viet.)	3551 Truxel Road
Mongolian BBQ	3551 Truxel Road
I Love Teriyaki	3571 Truxel Road
Firehouse Subs	3830 Truxel Road
Chipotle	3830 Truxel Road
Thai Spoon	3890 Truxel Road
Pork Belly Grub Shack	4261 Truxel Road
Freebirds World Burrito	2281 Del Paso Blvd

Truxel becomes Natomas after crossing Del Paso

Curry Corner	4680 Natomas Blvd
Jack's Urban Eats	4730 Natomas Blvd
El Burrito Taqueria	4740 Natomas Blvd

Lunch options available off of N. Freeway Blvd:
(When exiting on Truxel, stay to right, turn right onto Gateway Park Blvd, then right again on N. Freeway Blvd.)

Beach Hut Deli	3654 N. Fwy Blvd
007 Fish & Chips	3654 N. Fwy Blvd
Panera Bread	3571 N. Fwy Blvd
Buffalo Wild Wings	3600 N. Fwy Blvd