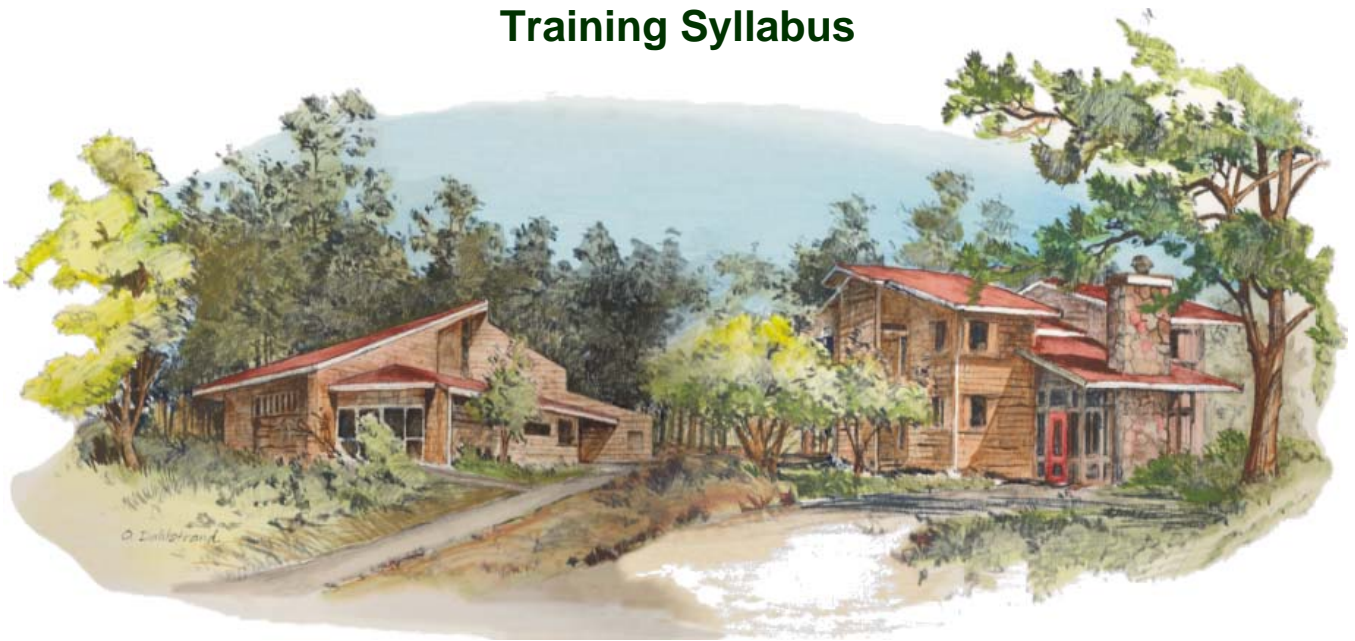


# Resource Management

October 18-22, 2015

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** September 11, 2015

**To:** Supervisor

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

**Subject:** Employee Attendance at Formal Training  
Resource Management Group 21

An employee from your office will soon be attending the formal training program described in the attached. Please insure 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 Coordinator.
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

Travis Gee ..... Cadet Training Officer

Lisa Anthony ..... Program Coordinator

Edith Alhambra ..... Assistant Program Coordinator

Pamela Yaeger ..... Assistant Program Coordinator

## THE MISSION

*of California State Parks 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

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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 Marconi Conference 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) and on the Parks and Recreation website under the Learning/Training Section. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.

3. 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.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Mott Training Center does not have the capability to provide transportation to/from Monterey airport.

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

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Training Specialist no later than two weeks before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

**Note:** You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING 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. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

**The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.**

6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Specialist, the Mott Training Center will absorb the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds

and have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, please contact the Training Specialist Sara Skinner to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Specialist will forward the form to the appropriate Asilomar Conference Grounds staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

8. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.

13. **TRAINING CENTER:** The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
15. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
16. **TRAINING SECTION STAFF:** Sara Skinner is your Training Specialist and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
17. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Specialist may modify this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.

19. VEHICLES: All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.
20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc.
21. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation  
WILLIAM PENN MOTT JR. TRAINING CENTER  
PO Box 699, Pacific Grove, CA 93950
22. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.
23. FAX: The Mott Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Bring your own coffee cup.



## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

- \_\_\_\_\_1. Read and understand the program syllabus prior to your arrival at the Mott Training Center.
- \_\_\_\_\_2. Complete the following pre-training assignments:
  - List two specific problems that you have had with CEQA reviews that you would like to discuss how they could be/could have been resolved.
  - Organizing information about park resources and retrieving it for problem solving may be a problem for you. Please provide us with a 'test case' from your park, that may have commonalities with other units where a body of information was not organized to support your problem solving needs.
  - Compose a list of three questions about resource management that you would like answered or addressed during this class.
  - Please complete and submit the following Pre-training assignment by October 10th, 2015, to [Cara.Roderick@parks.ca.gov](mailto:Cara.Roderick@parks.ca.gov).

This pre-training assignment is intended to provide your information to Kathryn Tobias, Senior Staff Counsel, with the Legal Office, for this training course. Although we ask you to provide your name and phone number, neither this information nor your District name, will be used in Kathryn's presentation; only general examples of the project, and Kathryn's suggestions on how to proceed, will be discussed. However, please note: Kathryn may call you for further clarification, or other follow-up to your project, as a helpful gesture. If you are new to the Department, and do not yet have examples to share, please talk with your District's Core Program staff to obtain information needed below.

Please provide the following information, as it relates to a project involving CEQA in your District:

1. Name of Project or Type of Project you are currently working on, or a project you have completed but you have questions regarding how it could have been handled differently. You can provide more than one project as an example if you wish.
2. Describe the project in a few sentences, including the environment and anticipated environmental impacts.

- In order to conclude the course on Thursday; please watch these two twenty minute videos prior to arriving on Monday.

a. Historic Building Condition Assessment at:  
[http://www.parks.ca.gov/?page\\_id=24847](http://www.parks.ca.gov/?page_id=24847)

and

b. Historic Cemetery Assessment at:  
[http://www.parks.ca.gov/?page\\_id=24875](http://www.parks.ca.gov/?page_id=24875)

\_\_\_\_\_3. Arrange your travel through your Unit/Office.

\_\_\_\_\_4. Reusable Coffee cup, refillable water bottle, alarm clock, pens, and pencils.

- Please bring suitable rain gear, walking shoes, and a clipboard for the field training excursion day.

## **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 training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

**RESOURCE MANAGEMENT GROUP 21**  
**October 19-22, 2015**

**Sunday**

**October 18**

1500	REGISTRATION: Check in at the Asilomar Administration Building	All
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**Monday**

**October 19**

0830-0900	Introduction, Course Overview, and Objectives	Skinner/Fraser/ Roderick
0900-1000	Cultural Resources Management	Hartzell
1000-1100	Natural Resources Management	Chamberlin
1100-1200	CEQA Basics for CSP Management	Tobias
1200-1300	Lunch	
1300-1400	CEQA Basics for CSP Management (cont.)	Tobias
1400-1500	Resources Funding	Fraser/Fong
1500-1600	A District Natural Resource Program Model: Santa Cruz District	Bardo/Spohrer
1600-1700	A District Cultural Resource Program Model: Monterey District	Fuzie/Bischoff

**Tuesday**

**October 20**

0800-0900	Vegetation Management	Hyland
0900-1000	Wildlife Management	Donehower
1000-1100	When Worlds Collide- Facilities and Nature and Sea Level Rise	Halbert/Ursell
1100-1200	Forest Management	Bakken
1200-1300	Lunch	
1300-1400	Fire Management, Incident Command, and Resource Crimes	Bakken/Corey
1400-1500	Environmental permitting	Archambault
1500-1600	Native American Consultation	Lindahl
1600-1700	Native American Presentation	Castro

**Wednesday**

**October 21**

0800-0900	Project Evaluations and Resource Assessments	Archambault
0900-1400	Scenarios, Field Training Excursion	Schwaderer/ Palkovic/Bischoff
1400-1700	Teams Return, Prepare PEF, and Presentations	All

**RESOURCE MANAGEMENT GROUP 21**  
**October 19-22, 2015**

**Thursday**

**October 22**

0800-0900	Relationship Building and Good Consultation Practices
0900-1000	Museum Collections Management
1000-1150	Time with the Chiefs
1150-1200	Wrap up and Evaluation

Hylekma  
Quist  
Hartzell/Chamberlin  
Skinner/Fraser/  
Roderick

## RESOURCE MANAGEMENT

### PROGRAM PURPOSE:

In order for the Department to accomplish its cultural and natural resource (resource) protection and preservation mission, it is important that those responsible for park management have an awareness and appreciation of the major natural and cultural resource program areas. In particular, field managers and supervisors must be knowledgeable of:

- How natural and cultural resources are defined and managed in State Parks.
- The significance of resource protection to the State Parks' mission and the visitor experience.
- Regulatory requirements, resource policies, guidelines, and principles for proper management of natural and cultural resources in the State Park System.
- Elements of effective district resource programs for the protection, preservation, and maintenance of State Park resources.
- Current resource funding programs and opportunities for future funding sources.
- The role of district natural and cultural resource staff within the context of the core district team.
- The Department's project evaluation process.

### PROGRAM OBJECTIVES:

The objectives for this course are for participants to leave with an increased understanding of the following:

- The role and significance of resource management in meeting the overall State Parks' mission.
- Current resource management direction, issues, and priorities in the Department.
- Components and approaches of effective natural and cultural resource management programs.
- Ongoing coordination and communication among district core functions result in the best project outcomes and effective district programs.
- Resource funding programs' function and availability.
- Opportunities for funding and/or partnerships with other entities involved in the conservation and preservation of resources.
- The Project Evaluation Form (PEF) process, project permitting, California Environmental Quality Act (CEQA), and Public Resources Code (PRC) 5024.
- General knowledge of major laws, policies and principles that guide resource management within the State Park System.
- Museum collections and related issues, including collections associated with Native American Graves Protection and Repatriation Act (NAGPRA).

Participants should understand the importance of a 'scope of collections' statement and the need for a Disaster Preparedness Plan for all collections.

- Implementation of AB52 and implications in project planning, definition and explanation of Tribal Cultural Resources, and role of the Tribal Liaison in the Department and within the larger California agency administrative group.
- Implications of Sea Level Rise (SLR) in project planning for coastal park units and the Department's SLR Guidance Document for assistance with the assessment of potential impacts.
- District responsibilities in the event that human remains are discovered in a State Park unit.
- The Department's forest and fire management programs including district and Natural Resource Division roles.
- The purpose and directives of the Memorandum of Understanding that State Parks has with the Office of Historic Preservation for project review, as well as other compliance issues.
- Participants should be able to outline the importance of 'significance' and 'integrity' as cultural resource preservation concepts, and they should understand what is meant by "The Secretary of the Interior's Standards."

# Training Center, 837 Asilomar Blvd., Pacific Grove, CA 93950

