

Resource Management Cultural Advanced

April 16-20, 2018

Training Syllabus



William Penn Mott Jr. Training Center



State of California – Natural Resources Agency

Memorandum

Date: March 22, 2018
To: Supervisor
From: Debbie L. Fredricks, Chief
Training Section
California State Parks
Subject: Employee Attendance at Formal Training

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 login to the ETMS to complete the Training Effectiveness Assessment form.

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



Debbie L. Fredericks
Training Section Chief

Attachment
cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	4
Post-Training Assignment/Travel Expense Information.....	5
Agenda.....	6
Program Objectives.....	8

***Mission Statement
Training Section***

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

TRAINING SECTION STAFF

Debbie L. Fredricks..... Training Section Chief
Ann D. Slaughter Mott Training Center Manager
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach..... Training Consultant
Joel Dinnauer..... Training Consultant
Dave Galanti Training Consultant
Karyn Lombard Training Consultant
Sara M. Skinner Training Consultant
Jason Smith Academy Coordinator
Jeremy Alling Cadet Training Officer
Matt Cardinet Cadet Training Officer
Raymund Nanadiego Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Jessica Kohls..... Assistant Program Coordinator
Nate Steffan..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

THE MISSION

of the 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

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

4. HOUSING AND MEALS: Paid by reporting location.
5. HOUSING: The Department provides your room and board expenses, on a shared room basis, at the hotel only. No per diem allowance authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Training Consultant no later than one week before your scheduled arrival if you plan to live off-grounds. 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. Check-in will be from 4:00 p.m. on the date of arrival. Check-out 12:00 noon on the date of departure.

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.

6. **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 Consultant 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 Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

7. 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.

8. **REGISTRATION:** When you arrive at Larkspur Landing Folsom Hotel, proceed directly to the front desk for your key card and check-in.
9. **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.
10. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Consultant 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.
11. **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 Training Section Chief 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 Consultant.
12. **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 receive or make cell phone calls during class time. Limit those calls to your breaks.
13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the Granite Bay Activity Center within Folsom Lake SRA, the following list is provided:

- _____ 1. Read and understand the Resource Management Cultural Advanced program syllabus prior to your arrival at Granite Bay.
- _____ 2. Arrange travel through your Unit/District Office.

Reservations have been made for participants in their name.

Hotel information:

<https://www.larkspurhotels.com/folsom/>

Larkspur Landing Folsom

121 Iron Point Road

Folsom, CA 95630

Phone: 916.355.1616

- _____ 3. Bring the following with you to training:

- Program syllabus
- Uniforms are NOT required for this program as noted in the Formal Training Guidelines, Number 7, Clothing, on page 2 of syllabus
- Gear for walking / standing outside in all weather
- Small change in case of group lunch order
- Reusable coffee cup, refillable water bottle, pens, pencils, and alarm clock

If you have any questions or need assistance, contact Training Consultant Sara M. Skinner at (831) 649-2961 or Sara.Skinner@parks.ca.gov.

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.

TRAVEL EXPENSE CLAIMS INFORMATION

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training (including toll charges and parking), and incidentals
- Training covers meals and lodging during the days of the training (acquire a receipt from the hotel to submit to accounting)
- For your claim enter the following in CalATERS:
 - Charge to: "RMCA 8"
 - Select "Detail Accounting" and enter the following
 - Field one: 2017 (Fiscal Year)
 - Field two: Index Number (Your reporting location index number)
 - Field three: 14001 (PCA)
 - Field four: Leave blank
 - Field five: 067RES00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Assistant Program Coordinator Pamela Yaeger at (831) 649-2954 or Pamela.Yaeger@parks.ca.gov at the Mott Training Center to have you added to the system.

NOTE: List Ann D. Slaughter as an Additional Approver on your claim

RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 8

April 16-20, 2018

Sunday

April 15

1600 Check-in at Larkspur Landing Folsom Hotel for participants (out-of-town)

Monday

April 16

0800-1300 Travel to Granite Bay Activity Center

1300-1330 Welcome / Announcements – Introduction to Cultural Resources Management (Advanced) at California State Parks Hartzell

1330-1630 How to Apply the National Register Criteria Praetzellis

Tuesday

April 17

0830-0900 Day's Events, Procedures and Expectations

0900-1010 Assessing Archaeological Site Significance and Integrity Rosenthal

1010-1100 Understanding Significance from Archaeology and some Native American Perspectives Byrd

1100-1200 Assessing Integrity versus Condition

1200-1300 Lunch

1300-1400 Statements of Significance and Discussion of Integrity JRP Historical Consulting, LLC

1400-1600 Travel and Tour of the State Museum Collection Center, State Archaeological Collection Research Facility and the DPR Archives

1600-1630 Travel Back to Granite Bay

Wednesday

April 18

0830-0840 Introduction to the Day and Trainers Hilton

0840-0940 Travel to Marshall Gold Discovery State Historic Park

0940-1040 Introduction to MGDSP

1040-1200 Management Philosophy and Management of the Park in General

1200-1300 Lunch

RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 8

April 16-20, 2018

Wednesday

April 18

- 1300-1400 Evaluating, Assessing, and Recording Cultural Resources
- 1400-1530 Getting the Job Done
- 1530-1630 Travel Back to Granite Bay Activity Center

Thursday

April 19

- 0830-0900 Introduction to Day and Completed Tasks
- 0900-0930 PRC 5024 OHP Submittal Packages
- 0930-1200 Developing and Writing a Statement of Significance
and Analysis of Integrity
- 1200-1300 Lunch
- 1300-1400 Assessing and Recording Historical Integrity and the DPR 523 Forms
- 1400-1600 Presentation by DPR Executive Staff
- 1600-1630 Analysis of Training Effectiveness

Friday

April 20

- 0830-0930 Three-Minute Updates and Summary
A Brief Update from Everyone about their Most Exciting Project or what
is Important to Know about their District, Service Centers, and Division
- 0930-1100 Discussions with Executive Staff
- 1100 Conclusion

RESOURCES MANAGEMENT CULTURAL ADVANCED GROUP 8

PROGRAM OBJECTIVES

Objectives: By the conclusion of this session, participants will

1. Describe the significance of conducting oral history.
2. Recognize the role that oral history plays at State Parks.
3. Identify potential oral history needed within districts.
4. List the basics of how to conduct an oral history interview.
5. Distinguish the difference between integrity and condition.
6. Evaluate significance of archaeological and built environment resources.
7. Recognize significance and character defining elements.
8. Analyze integrity of resources and its significance.
9. Identify future needs and shortcomings of skills.
10. Describe why conducting an evaluation of resources is important.
11. Review what a listing or significance determination means for resource management.
12. Analyze and interpret partnerships with Native Americans.
13. Illustrate the various practices to avoid impacts in parks with heavy visitation.
14. Identify the ability of partnerships when working with Native American archaeological sites.
15. Visualize opportunities for interpretation and preservation of resources.