

Business and Fiscal Group 13

March 7-11, 2016

Training Syllabus



**McClellan Training Center and
Statewide Museum Collection Center**



Memorandum

Date: February 29, 2016

To: Supervisor

From: Debbie Fredricks, Department Training Officer
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Business and Fiscal Group 13

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

TABLE OF CONTENTS

Formal Training Guidelines 1

Post-Training Assignment 4

Program Attendance Checklist 5

Agenda..... 6

Maps..... 8

***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

Debbie Fredricks.....Department Training Officer

Ann D. Slaughter Mott Training Center Manager

Jack FutoranEMS and LFG Training Coordinator

Dave GalantiTraining Specialist

Kenney GlaspieTraining Specialist

Karyn LombardTraining Specialist

Sara M. SkinnerTraining Specialist

Jason Smith Academy Coordinator

Matt Cardinet Cadet Training Officer

Jeremy Alling Cadet Training Officer

Lisa Anthony Program Coordinator

Edith Alhambra Assistant Program Coordinator

Alex Franck..... 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 (airfare, 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 claim 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, CA 95652 (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 Ave.
- Left on Lang Ave. along building row. Last bay by the flagpole is Parks lobby.
- Park in front 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 McClellan 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 13 – AGENDA
March 7-11, 2016

Monday
March 7

1230-1330 Orientation and Welcome Lombard/Simpson
 Vanlandingham

1330-1630 **Business Management Services**

Procurement

Purchasing Overview
 Purchase Authority Purchase Orders (PAPO)

Hosmann/Willis/
 Pinkham/Horsley/
 Betancourt/Stone

Tuesday
March 8

0830-1130 Continuation of Purchase Authority Purchase Orders
 PAPO Related Forms
 Additional Approvals/Documentation Hosmann/Willis/
 Pinkham/Horsley/
 Betancourt/Stone

1130-1230 *Lunch*

1230-1630 Continuation of Purchase Authority Purchase Orders
 PAPO Related Forms
 Additional Approvals/Documentation “ ”

Wednesday
March 9

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

1200-1300 *Lunch*

1300-1630 **Accounting Services**

Accounts Payable Unit

DPR 117 Payment
 Processing and
 Prompt Payment Act
 Encumbrances (DPR 526 and DPR 229)
 Questions and Answers

Dani/
 Cook-Galiciao

Carranza/Dani

BUSINESS AND FISCAL GROUP 13 – AGENDA
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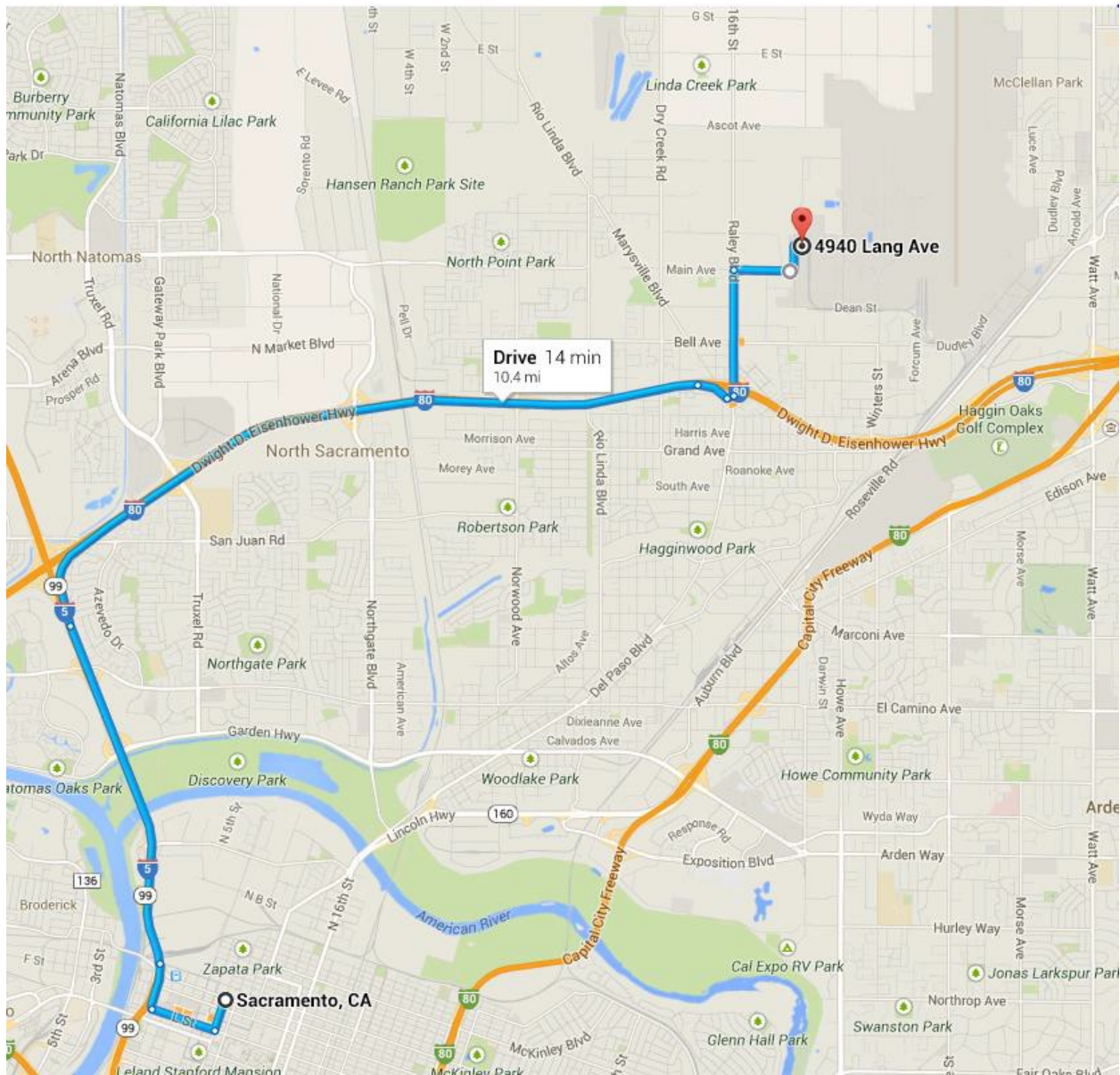
Thursday
March 10

0830-1030	Accounts Payable Unit Travel/CalAters	Hart/Kim
1030-1200	Cashiering Unit Report of Collections (ROC's/EROOC) Deposit Reconciliation	Newsome/Tedlos Tedlos
1200-1300	<i>Lunch</i>	
1300-1630	General Ledger Unit Expenditure Corrections Reimbursements Advance Collections – Revenue	General Ledger Unit Staff “ ”

Friday
March 11

0830-1115	Fiscal Systems Support Unit Accounting Intranet Overview Fiscal Tracking System Overview Labor Information Database (LID) DPR 511 (Monthly Work Report)	Mundy Forster Crabtree
1115-1130	Wrap-up/Close Evaluations Departure	Lombard

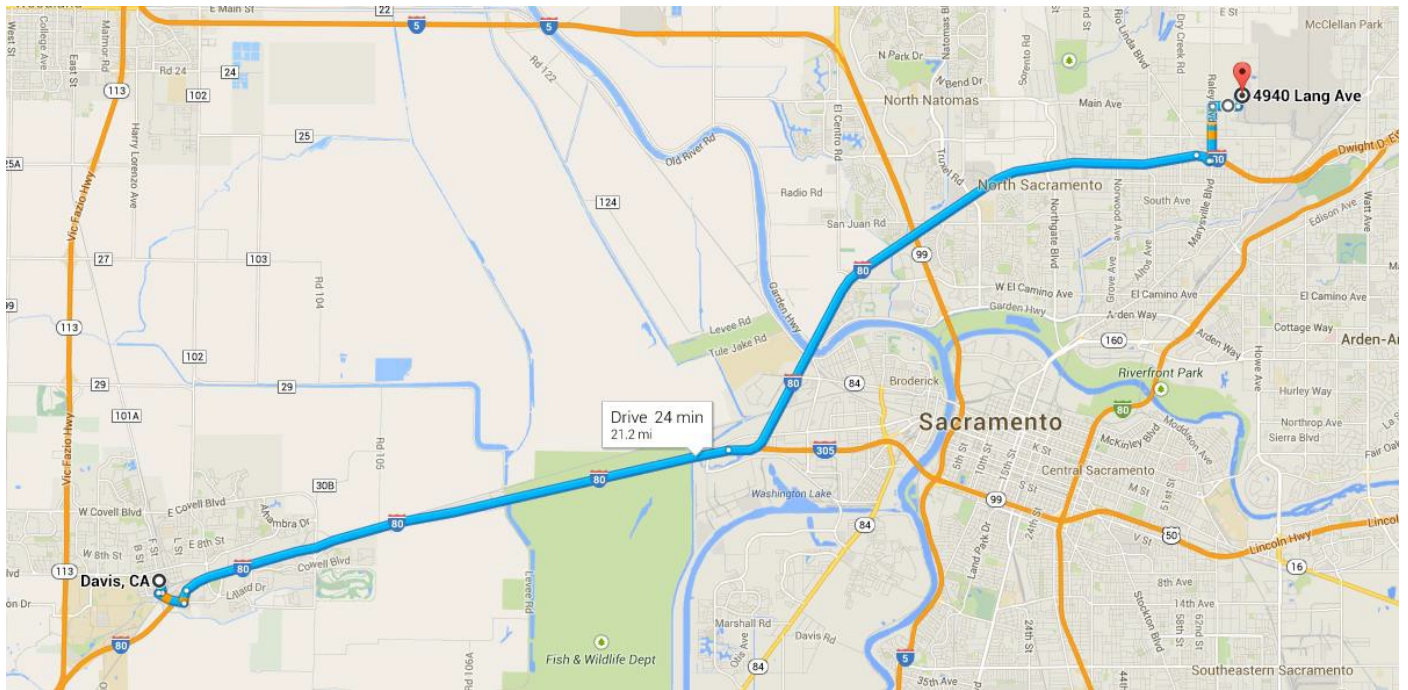
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



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.

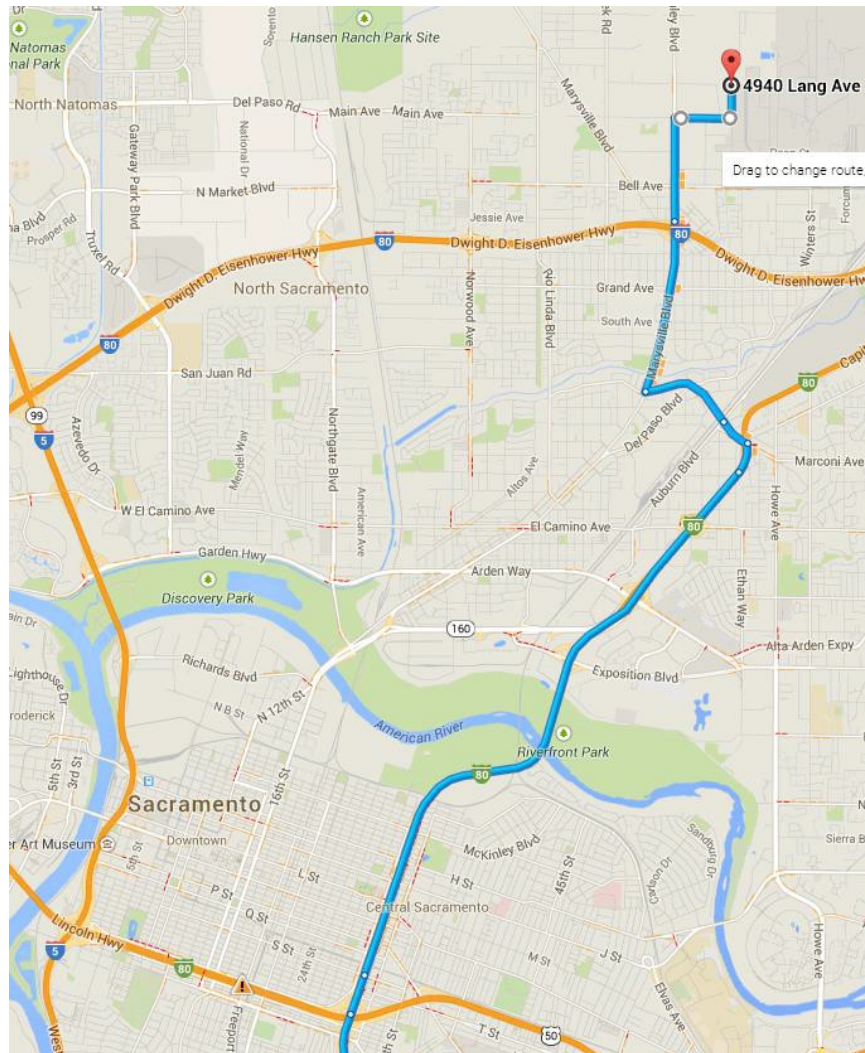
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



From 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.

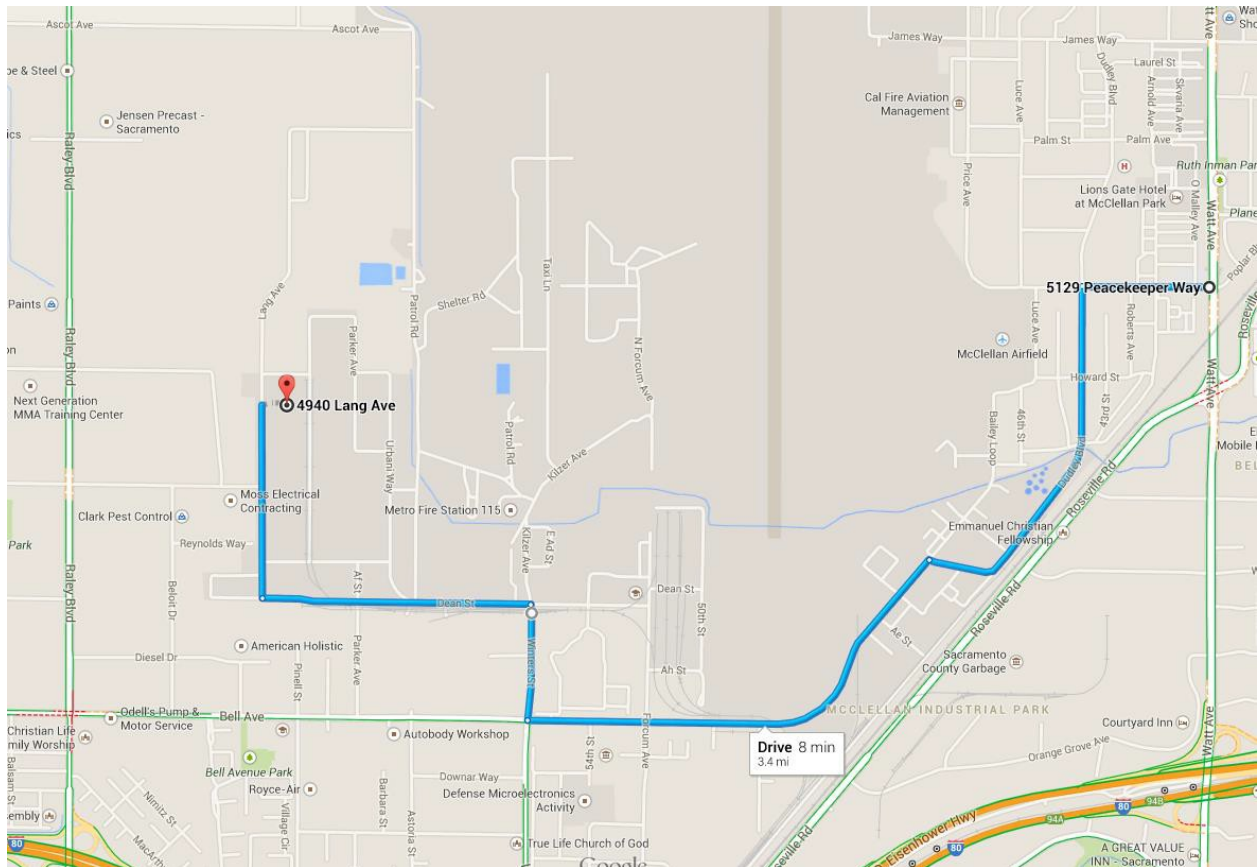
Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



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.

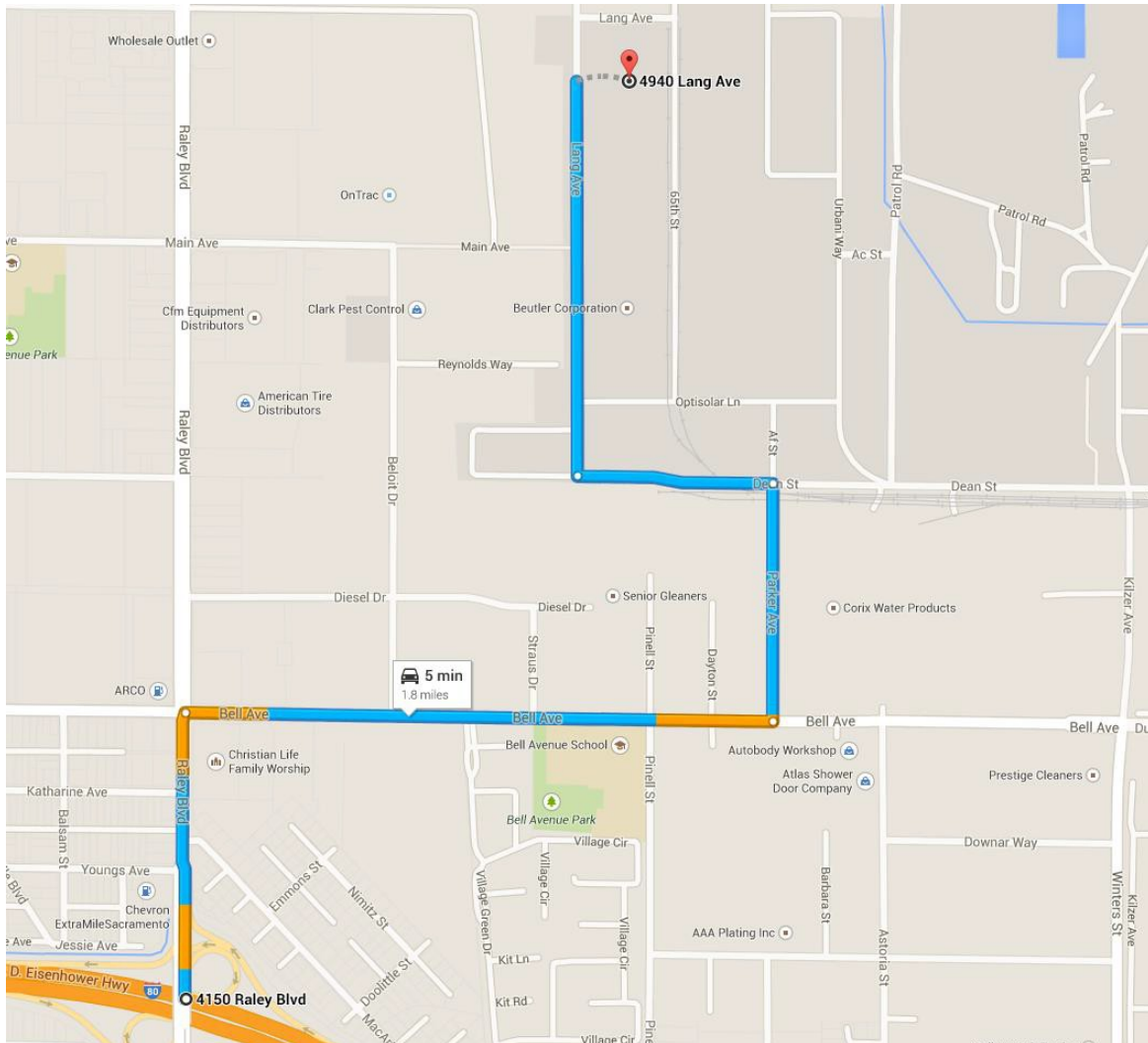
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From Watt Ave / East side of McClellan Business Park

- 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.**
-