

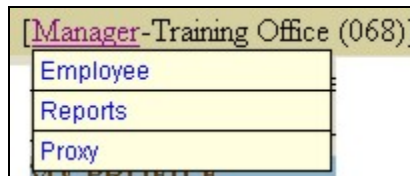
MANAGER

NOTE: The System Administrator assigns the Manager role on the ETMS for all Training Groups.

OVERVIEW: As a Manager, you will have all the functions of Employee and Supervisor (see Employee/Supervisor Help Files).

The Manager Role will allow you to manage all Employees' Training Requirements that are assigned to the Training Group. There are three additional tasks on the Manager's Home Page, the Manager drop down menu, the Training Request Management bar and the Course Leader Management bar.

- I. **MANAGER DROP DOWN MENU:** By placing the mouse on the [\[Manager\]](#) link three management tasks will appear on a drop down menu: Employee, Reports and Proxy. The drop down menu will look similar to this:



- A. **Employee:** This page allows the Manager to view their Employees Home Page and Training Records. By clicking the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:



1. **Employee Listing:** To locate all Employees, click the [All](#) link or [A-Z](#) listing based on the last name. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:

| Name | Email | Classification | Sub-Group | Training Record |
|------------------------------------|--------------------------|-------------------------------|---------------------------------------|----------------------|
| ADAMS, KELLY | ginger@parks.ca.gov | Lifeguard I (Seasonal) | William Penn Mott Jr. Training Center | View |
| ALHAMBRA, EDITH | ealhambra@parks.ca.gov | Management Service Technician | William Penn Mott Jr. Training Center | View |
| BREAKFIELD, CONNIE | CBREAKFIELD@parks.ca.gov | Supervising State Park Ranger | William Penn Mott Jr. Training Center | View |
| BURKE, JAMES | thejburkes@aol.com | State Park Superintendent II | William Penn Mott Jr. Training Center | View |
| BURKE, ROBERT | burke@ltd.com | State Park Ranger | William Penn Mott Jr. Training Center | View |
| BURNER, ROY | jdanielson@parks.ca.gov | State Park Ranger | William Penn Mott Jr. Training Center | View |
| COMBS, CHARLES | chuck@parks.ca.gov | TRAINING OFFICER II | William Penn Mott Jr. Training Center | View |
| CURRY, MICHAEL | mcurry@parks.ca.gov | State Park Superintendent II | William Penn Mott Jr. Training Center | View |
| DANIELSON, JOANNE | JDANIELSON@parks.ca.gov | State Park Superintendent II | William Penn Mott Jr. Training Center | View |
| GARDNER, MICHELLE | mgard@parks.ca.gov | State Park Superintendent I | William Penn Mott Jr. Training Center | View |

NOTE: Review your Employee listing to insure that all Employees are listed. Any missing Employee needs to update their profile.

- a. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Manager will be presented with a screen that will allow them to edit the Employee's profile and view required training program compliance. The screen will look similar to this:

| Program Title | Required By | Completion Date | Repeat Interval | Due Date | Compliant |
|--|----------------|-----------------|-----------------|------------|-----------|
| EEO With All Due Respect | Supervisor | Missing | 21 | 2008 | NO |
| Racial Profiling | Classification | 11/5/2003 | 60 | 11/5/2008 | YES |
| P.O.S.T. Basic Certificate | Classification | Missing | | | NO |
| Appraisal and Development Plan (DPR 911) | Supervisor | Missing | 11 | 2008 | NO |
| Defensive Tactics Instructor Refresher | Supervisor | 5/21/2004 | 48 | 5/21/2008 | YES |
| Defensive Driver Training Program | Supervisor | 11/29/2005 | 48 | 11/29/2009 | YES |
| ETMS Version 3 Orientation | Supervisor | Missing | | | NO |

- (1) **Edit Employee's Profile:** To edit the information in an Employee's Profile do the following:
 - (a) **Training Group:** To change the Employee's Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.
 - (b) **Sub-Group:** To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.
 - (c) **Supervisor(s):** Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.
 - (d) **Email:** Enter the Employee's current email address.
 - (e) **Work Phone:** Enter the Employee's current work phone number.
 - (f) **Submit**
 - (g) **Back:** Click the back button to return to Employee listing.

- (2) **Required Training Programs:** From the Employee listing, click the name link to view required training programs and compliance in the following areas:
 - (a) **P.O.S.T. Management**, if applicable.
 - (b) **Required Programs**, if applicable.
 - (c) **Continual Professional Training (CPT) Management**, if applicable.
 - [1] Click the [YES/NO](#) link to view compliance details.

- b. **Employee Training Record:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

| Correction | Program Title | Repeat Interval (months) | Training Provider / Program Provider | Location | Completion Date | Length (hr) | Grade | Training Category |
|------------|---|--------------------------|--------------------------------------|----------------|-----------------|-------------|--------|-------------------|
| Submitt | Intermediate Capacity Skills | N/A | State Agency DPR | Monterey | 6/21/2007 | 36 | Credit | |
| Submitt | Basic Interpretation for Guides and Interpreters | N/A | State Agency DPR | Hilo, Hawaii | 6/21/2007 | 36 | N/A | |
| Submitt | Intellectual Property Rights | N/A | State Agency DPR | Gorda Mountain | 6/21/2007 | 20 | N/A | |
| Submitt | Intellectual Property Rights | N/A | State Agency DPR | Gorda Mountain | 6/21/2007 | 20 | N/A | |
| Submitt | Firearms Shotgun Training and Qualification | 6 | State Agency DPR | Big Sur | 6/20/2007 | 1 | Credit | |
| Submitt | Continuing Advanced Officer | 24 | State Agency DPR | Waukegan | 6/20/2007 | 24 | Credit | |
| Submitt | A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting | N/A | Private Vendor mpc | monterey | 6/19/2007 | 8 | N/A | Job Related |
| Submitt | Pods in Education | N/A | State Agency DPR Sierra Jobs | The Milky Way | 5/21/2007 | 28 | N/A | |
| Submitt | Maintenance Leadership Conference | N/A | State Agency DPR | Sacramento | 10/27/2006 | 32 | Credit | |
| Submitt | Appraisal and Development Plan (DPR.911) | 12 | DPR | MTC | 10/11/2006 | 0 | N/A | Job Related |
| Submitt | Appraisal and Development Plan (DPR.911) | 12 | DPR | MTC | 10/4/2006 | 0 | N/A | Job Required |
| Submitt | CAMP - Equipment Property Management | N/A | DPR Valerie Laam | Sacramento HQ | 4/25/2006 | 16 | N/A | Job Related |
| Submitt | Bioscience (Sales 25 Minutes) | 24 | State Agency DPR | MTT | 7/17/2006 | 1 | N/A | Job Related |

- (1) **Program Title:** If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

Close Window Print this Page

Approved

| | |
|------------------------------|---------------------------------------|
| Name: | POTTER, HARRY |
| Classification: | State Park Interpreter I |
| Training Group: | Training Office (065) |
| Sub Group: | William Penn Mott Jr. Training Center |
| Training Provider: | DPR |
| DPR: | DPR |
| Location: | Marconi |
| Program Title: | Skills for Interpreting to Children |
| Training Request Id: | Job Required |
| Justification: | |
| Date: | 1/8/2007 - 1/12/2007 |
| Pre-Selected | |
| Supervisor: | N/A |
| Date Approved: | 12/20/2006 |
| Supervisor Comment: | No Data |
| Sub-Group Manager: | N/A |
| Date Approved: | N/A |
| Sub-Group Manager Comment: | No Data |
| Manager: | N/A |
| Date Approved: | 12/20/2006 |
| Manager Comment: | No Data |
| Training Specialist: | GRAINGER, HERMOINE |
| Date Approved: | 12/20/2006 |
| Training Specialist Comment: | No Data |
| Accommodation: | |
| Explanation: | |

Certificate of Completion
 Certified By : GRAINGER, HERMOINE
 Certified Date : 5/16/2007 7:43:07 AM

- c. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:

By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers assigned to the Manager and the status of their P.O.S.T. training. The screen will look similar to this:

| Name | Classification | In Compliance |
|--------------------|-------------------------------|---------------|
| POTTER, HARRY | Lifeguard Supervisor I | NO |
| BLACK, SIRIUS | State Park Ranger | NO |
| WEASLEY, RON | State Park Ranger | NO |
| GRAINGER, HERMOINE | Lifeguard | YES |
| DOE, JOHN | State Park Ranger | NO |
| HITCHCOCK, ALFRED | State Park Ranger | NO |
| WAYNE, JOHN | Lifeguard | YES |
| DICK, MOBY | State Park Ranger | NO |
| LADD, ALAN | State Park Ranger | NO |
| ROGERS, GINGER | Supervising State Park Ranger | NO |
| ASTAIRE, FRED | State Park Ranger | NO |
| CABLE, CLARK | Lifeguard | NO |

- (1) To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

| POTTER, HARRY | | | | | |
|--|---------------|----------------------|-----------------|------------|---------------|
| Close Window | | | | | |
| Requirement 1 : Advanable Officer Training (10 hours every 24 months) | | | | | |
| Program Title | Completed Hrs | Completion Date | Due Date | | |
| PSP Driver Training | 2 | 9/27/2006 | 9/27/2008 | | |
| PSP Arrest and Control Training | 12 | 2/23/2006 | 2/23/2008 | | |
| Total Hours | 14 | In Compliance | | | |
| Requirement 2 : Perishable Skills (Every 24 months) | | | | | |
| Program Title | Required Hrs | Completed Hrs | Completion Date | Due Date | In Compliance |
| PSP Firearms Training | 4 | 6 | 10/29/2003 | 10/29/2005 | NO |
| PSP Driver Training | 4 | 6 | 9/27/2006 | 9/27/2008 | YES |
| PSP Arrest and Control Training | 4 | 16 | 2/23/2006 | 2/23/2008 | YES |
| PSP Tactical Communications | 2 | 2 | 12/20/2003 | 12/20/2005 | NO |

- B. **Reports:** By clicking the [Reports](#) link within the Manager drop down menu, a screen will appear with several standard reports. The screen will look similar to this:

| | | |
|---|--|------|
| Close Window | | Back |
| Report Management | | |
| 90 Day Evaluation | | |
| POST Compliance Report - By Sub Training Group - Classification | | |
| Program Compliance Report | | |
| COST For Out-Service | | |
| Employee Role Report | | |
| Instructor Type | | |

1. **Review Reports:** Click the report you want to view and complete the required fields and submit.
- C. **Proxy:** A Manager has the ability to assign another User to perform their function within the ETMS. A Manager is allowed only one Proxy at a time.
1. **Activate:** To activate a Proxy, do the following:
 - a. Click the [Proxy](#) link in the drop down menu.

- b. Select an Employee from the drop down menu and click **add**. This Employee is now the Proxy for your role.

- 2. **Deactivate**: The Proxy can be deactivated by the Manager or the Employee designated as Proxy. To deactivate, click the Proxy's name and click **Deactivate**.

II. TRAINING REQUEST MANAGEMENT: To manage all In-Service and Out-Service Training Requests for the Employees in the Training Group, a task bar called **MGR(Training Office (068)): Action Needed! IN(1)-OUT(0)** is located on the Manager's Home Page. There are two links that allow the Manager to manage all In-Service and Out-Service Training Requests. The number within the parenthesis is the link to the pending In-Service or Out-Service Training Requests.

NOTE: For Employees who have selected the Manager as their Primary Supervisor, their training requests are automatically routed directly to the Manager for approval action.

Managers should select themselves as their Primary and Alternate Supervisors and approve their Training Requests at the Manager level.

- A. **In-Service Training Request:** By clicking the (#) link, the Manager can view all Pending, Approved and Not Approved Training Requests. The screen will look similar to this:

Home Back

Training Request Management (MANAGER)

[Pending](#) [Approved](#) [Not Approved](#)
 By Name:

Page :

In-Service Training (Pending)

| Submit Date | Name | Classification | Program | Program Date | DPR392 Due Date | SGM Ranking | Sub Group | Approval | Rank | Comment |
|-------------|------|----------------|---------|--------------|-----------------|-------------|-----------|----------|------|---------|
| No Data! | | | | | | | | | | |

NOTE: The link defaults to the Pending In-Service Training Requests.

1. [Pending](#): Displays a listing of all Training requests that are pending approval action by the Manager. The screen will look similar to this:

Home Back

Training Request Management (MANAGER)

[Pending](#) [Approved](#) [Not Approved](#) By Name:

Page : [1](#)

In-Service Training (Pending)

| | Submit Date | Name | Classification | Program | Program Date | DPR392 Due Date | SGM Ranking | Sub Group | Approval | Rank | Comment |
|------------------------|-------------|--------------|-------------------------------|------------------------------------|-----------------------|-----------------|-------------|-------------|--|---|----------------------|
| Detail | 9/25/2007 | WAGY, STEVEN | State Park Superintendent III | ETMS Version 3 Orientation test dy | 12/5/2007 - 12/5/2007 | 11/1/2007 | 1 | Capitol One | Pending <input type="button" value="v"/> | Select <input type="button" value="v"/> | <input type="text"/> |

- a. [Detail](#): This link displays the details of the Employee Training Request.
 - b. **Approval Action**: From the drop down menu in the Approval column, the Manager can Approve or Not Approve the Training Request. If Not Approve is selected, the Manager must provide a comment.
 - c. **Rank**: Rank the Training Request with “1” being the highest priority and “5” being the lowest.
 - d. **Submit**: The Training Request will be sent to the Training Specialist for their approval action.
2. [Approved](#): This link displays a listing of all Training Requests that have been approved by the Manager. Managers have the ability to edit any approved Training Requests that have not been acted upon by the Training Specialist.
 3. [Not Approved](#): This link displays a listing of all Training Requests that have not been approved by the Manager. Managers have the ability to edit any Training Requests that they have not approved.
 4. **Search by Employee Name**: The Manager has the ability to search for all Training Requests that have been submitted by the Employee. Select an Employee from the drop down menu and click the [Search](#) link.
 5. **Page**: Each page displays nine records. To view additional records click the page <#> link(s).

B. **Out-Service Training Request:** This functions exactly the same as In-Service Training Request except the ranking, which is not required, and the Training Coordinator has final approval authority.

III. **COURSE LEADER MANAGEMENT:** To manage all Course Leader Requests for the Employees in the Training Group that have the Instructor Role, a task bar called **Course Leader Mgt : MGR : Action Needed! (1)** is located on their Home Page. The number within the parenthesis is the link to the number of pending Course Leader Requests that require action by the Manager.

A. **Course Leader Request:** By clicking the (#) link, the Manager can view all Pending, Approved and Not Approved Course Leader Request. The screen will look similar to this:

| Home | | | | | | | | | |
|---|---------------|---|---|-------------|-----------------------|---|---|--|------------------------------------|
| Course Leader Request- Manager | | | | | | | | | |
| Pending Approved Not Approved | | | | | | | | | |
| Detail | Course Leader | Program Detail | Date/Time Requested | Total Hours | Instructor Approval | Supervisor Approval | SGM Approval | Manager Approval | Training Specialist |
| View | WAGY, STEVEN | Administrative Workshop Test v 3 North Pole | Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100) | 3 | Approved 9/24/2007 | HENRY, GINGERLOU Approved 9/25/2007 | COMBS, CHARLES Approved 9/25/2007 | GREEN, MICHAEL Approval : Yes No | HENRY, GINGERLOU (831) 649-2954 |

NOTE: The link defaults to the Pending Course Leader Request.

1. [Pending](#): This link displays a listing of all Course Leader Requests that are pending action by the Manager.
 - a. **View:** To view the Course Leader Request, click the [View](#) link. The screen will look similar to this:

Close Window

Date : 9/24/2007

To : **MANAGER**
Mott District

From : Department of Parks and Recreation
Training Office

Subject : Course Leader Request

Your Approval is requested for: **STEVEN WAGY** to serve as a course leader in : **Administrative Workshop Test v 3**

Location : **North Pole**

Comment :
Testing Supervisor pending page.

| <u>Course Title</u> | <u>Date</u> | <u>Time</u> |
|---------------------------|-----------------------|-----------------------|
| Fundamentals of Personnel | 12/26/2007-12/26/2007 | (0800-1100) 3 hour(s) |

This request will involve **3** hour(s) of instruction, plus travel time.

Once approved, WAGY, STEVEN will help provide quality training and effective instruction. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism. Proper office attire should be worn at all times.

All overtime and per diem expenses that WAGY, STEVEN incurs will be paid by the Training Office. Please ensure that a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training is forwarded to the Training Center. In addition, the Travel Expense Claim should be sent to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact HENRY, GINGERLOU at ginger@parks.ca.gov or (831) 649-2954. Your support and assistance in the delivery of our departmental training program is appreciated.

Michael D. Green
Acting Department Training Officer

- b. **Approve:** To approve a Course Leader Request, click the [Yes](#) link. An email is generated by ETMS and sent to the Training Specialist with a copy to the Instructor.
- c. **Not Approved:** To not approve a Course Leader Request, click the [No](#) link. Complete the comment and click **Submit**. The screen will look similar to this:

| Home | | | | | | | | | |
|---|---------------|---|---|-------------|-----------------------|---|---|--|------------------------------------|
| Course Leader Request- Manager | | | | | | | | | |
| Pending Approved Not Approved | | | | | | | | | |
| Detail | Course Leader | Program Detail | Date/Time Requested | Total Hours | Instructor Approval | Supervisor Approval | SGM Approval | Manager Approval | Training Specialist |
| View | WAGY, STEVEN | Administrative Workshop Test v 3 North Pole | Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100) | 3 | Approved 9/24/2007 | HENRY, GINGERLOU Approved 9/25/2007 | COMBS, CHARLES Approved 9/25/2007 | GREEN, MICHAEL Please submit your reason for not approving this Course Leader Request? Comment: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> | HENRY, GINGERLOU (831) 649-2954 |

The system will generate an email to the Training Specialist with a copy to the Instructor.

2. [Approved](#): This link displays a listing of all Course Leader Requests that have been approved by the Manager.
3. [Not Approved](#): This link displays a listing of all Course Leader Requests that have not been approved by the Manager.