

Resource Management

April 6-11, 2014

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 18, 2014
To: Supervisor
From: Theresa Bober, Department Training Officer
Training Section
Department of Parks and Recreation
Subject: Employee Attendance at Formal Training
Resource Management Group 20

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 and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. 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.

Attachment

cc: Participant

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***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

Theresa Bober Department Training Officer
Chuck Combs Office Manager/Training Specialist
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Matt Cardinet Cadet Training Officer
Travis Gee Cadet Training Officer
Connie Breakfield Field Training Program Manager
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Michael Bartenetti Assistant Program Coordinator
Rogers Williams Program Assistant

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. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

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 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 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 10:00 a.m. 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. Please advise the Training Specialist no later than one week 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 you must cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 72 hours 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 72 hours notice.

The Mott Training Center 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 Officer, the Mott Training Center will pickup 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, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Please 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, not including optional items, 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, go 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 M. 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. Copies of DAM and DOM will be available to you for self-study. 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 Officer 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. The Mott Training Center has a limited number of bicycles

available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.

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
P. O. 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. Please 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, ping-pong and 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. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please 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 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. 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 the three questions about resource management that you would like answered or addressed during this class.
 - Complete the CEQA questionnaire provided via email from Kathie Lindahl and **email to Kathryn Tobias at kathryn.tobias@parks.ca.gov or fax to (916) 653-1819.**
 - In order to begin the class at 1300 on Monday to reduce travel on a weekend; 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
and
 - b. Historic Cemetery Assessment at:
http://www.parks.ca.gov/?page_id=24875
- _____ 3. Arrange your travel through your Unit/Office.
- _____ 4. Uniforms are required for this program as noted in the Formal Training Guidelines, Number 8, Clothing, on page 3 of this syllabus.
- _____ 5. Bring a reusable coffee cup, refillable water bottle, alarm clock, pens, and pencils.

If you have any questions or need assistance, contact Training Specialist 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 sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed).

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 20

April 6-10, 2014

Sunday

April 6

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

For those needing a Sunday check-in, try to arrive on Monday.

Monday

April 7

1300-1320	Introduction, Orientation, Course Overview, Expectations, Class Norms, and Visual Media	Skinner/Lindahl Roderick/Fraser
1320-1400	Resources Management from an Operations Perspective	Cahill
1400-1440	Natural Resource Management	Archambault
1440-1505	Break	
1505-1700	CEQA Compliance and Application	Tobias
1700-	REGISTRATION: <i>Check-in at the Asilomar Administration Building.</i>	All

Tuesday

April 8

0800-0805	Overview of the Day	Roderick
0805-0835	Natural Resources Division Overview: Policies and Programs	Archambault
0835-1015	Vegetation Management	Robison/Hyland
1015-1030	Break	
1030-1115	Wildlife Management	Donehower
1115-1200	Forest Management	Bakken
1200-1300	Lunch	
1300-1320	Natural Resources Funding	Fong
1320-1400	Fire Management and Incident Command	Bakken/Corey
1400-1415	Break	
1415-1510	Resource Crime	Bakken/Corey
1510-1525	Break	
1525-1615	Cultural Resource Policy Overview: Archaeology, History, and Museums Division	Lindahl
1615-1700	Cultural Resource Programs – Funding	Fraser

RESOURCE MANAGEMENT GROUP 20

April 6-10, 2014

Wednesday

April 9

0800-0805	Overview of the Day	Lindahl
0805-0835	Archaeology in State Parks – Permits	Corey
0835-0905	Historic Buildings	Meloy
0905-0950	Native American Liaison and Traditional Ecological Knowledge	Lindahl
0950-1005	Break	
1005-1105	Native American Presentation	Castro
1100-1200	Can You Tell a Significant Resource from a Non-Significant Resource	OHP
1200-1300	Lunch	
1300-1700	Point Lobos Field Excursion	

Thursday

April 10

0800-0805	Overview of the Day	Fraser
0805-0905	A District Cultural Resource Program Model: Monterey District	Fuzie/Bischoff
0905-1005	A District Natural Resource Program Model: Santa Cruz District	Bardo/Spohrer
1005-1020	Break	
1020-1110	Planning in Your Park	Green
1110-1200	NRD Case Studies / Question and Answer	Schaub
1200-1300	Lunch	
1300-1500	Museum Collections Management	Quist
1500-1515	Break	
1515-1550	Videos - “A Sheltered Sea” and “Stewards of the Wild Sea”	
1550-1630	Evaluation and Conclusion	Lindahl/Roderick/ Fraser/Skinner

RESOURCE MANAGEMENT

<u>PROGRAM OUTLINE</u>	<u>HOURS</u>
<u>INTRODUCTION, ORIENTATION, CONCLUSION, AND EVALUATION</u>	6
Orientation and Overview	
Pre-Training Assignments	
Evaluation and Conclusion	
 <u>RESOURCE MANAGEMENT</u>	 26
Resource Management from an Operations Perspective	
Natural Resource Management	
CEQA Compliance and Application	
Natural Resource Division Overview	
Vegetation Management	
Wildlife Management	
Forest Management	
Natural Resources Funding	
Fire Management and Incident Command	
Resource Crime	
Cultural Resource Policy Overview – Archaeology, Museums, and History	
Division	
Cultural Resource Programs - Funding	
Archaeology in State Parks - Permits	
Historic Buildings	
Native American Liaison and Traditional Ecological Knowledge	
Native American Presentation	
Significant Resource verses Non-Significant Resource	
District Cultural Resource Program Model: Monterey District	
District Natural Resource Program Model: Santa Cruz District	
Planning in your Park	
Natural Resources Case Studies	
Museum Collections Management	
Field Training Excursion – Point Lobos	
Videos - “A Sheltered Sea” and “Stewards of the Wild Sea”	
 TOTAL HOURS	 32

RESOURCE MANAGEMENT

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

1. The planning processes related to new acquisition, park land use, and facility development - when resources are known to exist or are potentially present within a property or park unit.
2. Resource policies, guidelines, and best business practices.
3. Established protection, preservation, and maintenance programs and how these may or may not be addressing resource protection and preservation needs.
4. Current funding levels for resource management needs.
5. The regulatory requirements and project review processes for Departmental projects.
6. The role of survey and inventory, evaluation, treatment, maintenance, and stewardship in the proper management of resources.
7. How maintenance, stabilization, restoration, rehabilitation, and preservation relate to sustainability, unique values, integrity, and historical sensitivity of resources.
8. The broad definition of cultural resources, including many cultural resources that have been traditionally considered 'natural' resources.

Program Objectives: By the close of the training session participants will

1. Develop a sound understanding of the mission and goal of resource management as conducted by California State Parks.
2. Describe the current directions, trends, issues, and priorities for resource management within the Department.
3. Identify the role of General Plans in managing resources.

4. Describe how the Department can partner with others in conservation and preservation of resources.
5. Demonstrate knowledge of major laws, policies, and principles that guide resource management within the Department.
6. Identify that management challenges need not sacrifice one resource for the sake of another, and that creative alternatives/solutions are a win-win for the resources, stakeholders, park system, and that efforts to refine the skills to recognize these choices are the future of our parks.
7. Identify areas of responsibilities that overlay within the Department which require collaborative and cooperative management approaches.
8. Demonstrate knowledge and understanding of museum collections and their 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.
9. Foster sensitivity toward California Indian people, their cultures, past and present, and how consultation with tribes is required for all park activities. Recognize that the Department now has a Tribal Liaison and the role this person plays in State Parks and within the larger California agency administrative group.
10. Describe the processes involved when human remains are discovered within State Parks.
11. Describe the Project Evaluation Form (PEF) process, California Environmental Quality Act (CEQA), and Public Resources Code (PRC) 5024 review processes.
12. Identify 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.
13. State three essential steps in the successful stewardship of cultural resources.
14. Outline the importance of 'significance' and "integrity" as 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

