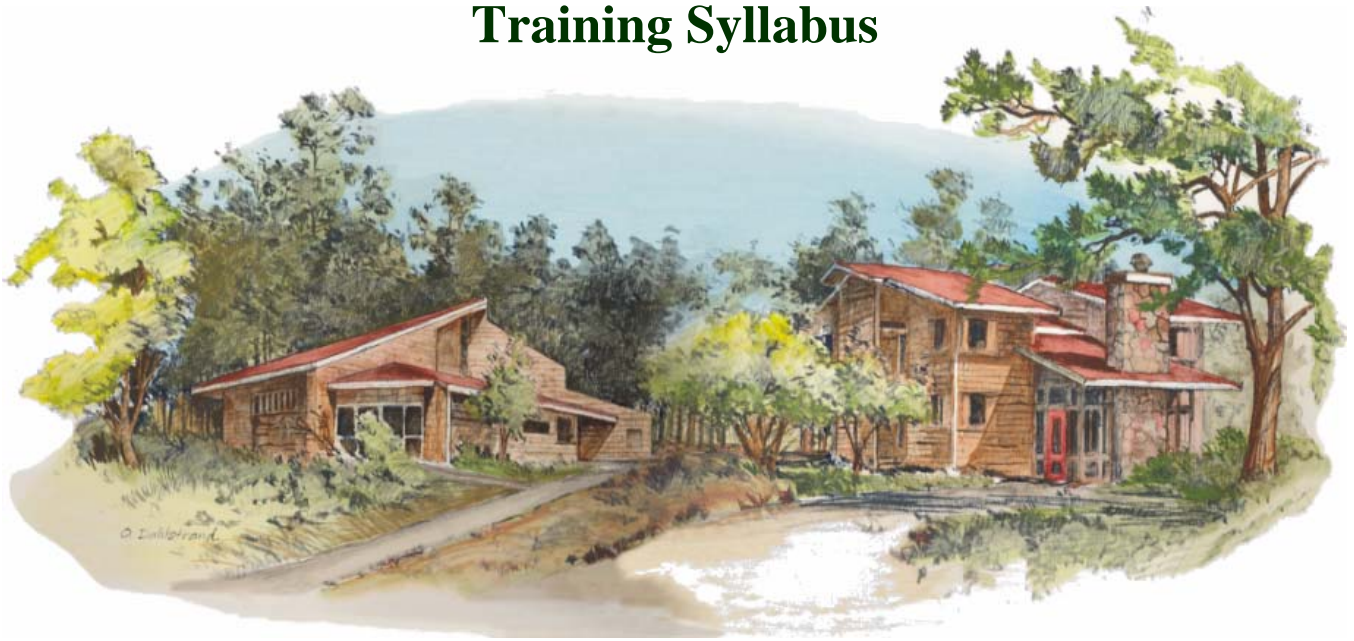


State of California . The Resources Agency . Department of Parks and Recreation

# RESOURCE MANAGEMENT

October 22-27, 2006

## Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** September 28, 2006  
**To:** Supervisor  
**From:** Department of Parks and Recreation  
William Penn Mott Jr. Training Center  
**Subject:** Employee Attendance at Formal Training  
Resource Management Group 14 – October 22-27, 2006

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.

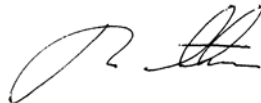
### Immediately Following Attendance

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.



Broc E. Stenman  
Department Training Officer

Attachment

cc: Participant

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***Mission Statement  
Training Office***

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

### TRAINING CENTER STAFF

Broc Stenman ..... Department Training Officer  
Michael Green ..... Assistant Department Training Officer  
Joanne Danielson ..... Training Specialist  
Chuck Combs ..... Training Specialist  
Dave Galanti ..... Training Specialist  
Michelle Gardner ..... Cadet Training Officer  
Connie Breakfield ..... Cadet Training Officer  
Pat Bost ..... Assistant Program Coordinator  
Pamela Yaeger ..... Assistant Program Coordinator  
Summer Kincaid ..... Assistant Program Coordinator  
Bill Spencer..... Assistant Program Coordinator  
Brian Petersen ..... Program Assistant

## 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

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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 Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 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). You should print a copy of the syllabus to bring with you to class. 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 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 Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. **HOUSING:** Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the 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 Department Training Officer 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 p.m.

**HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.**

5. **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 noon for lunch, and 6 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.
6. **OFF-GROUNDS ACCOMMODATIONS:** When authorized to stay off-grounds by the Department Training Officer, the 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 Training Center will authorize only what the Department pays Asilomar for lodging.
7. **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 specified in the Program Attendance Checklist. Non-uniformed employees shall wear professional business attire.

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.

8. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the 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 Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the 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 Training Center's safes in the Whitehead Room or secured in your vehicle.
- 10 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 Delaware North.
11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The 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.
13. 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.
14. 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.
15. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your

training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

16. **TRAINING MATERIALS:** May be made available to you at both your unit and the 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.
17. **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.
18. **COLLEGE CREDIT:** Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The 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 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 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 Department of Parks and Recreations training group.

25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
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 at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.



## ATTENDANCE CHECKLIST

I. Prior to the first day of class:

A. Read and review the program syllabus.

II. Bring:

A. Resource Management Training Syllabus

B. Pens, pencils

C. Laptop computer if necessary

D. Coffee cup

## **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). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

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 Center in providing a return on the investment the Department has on training.

**RESOURCE MANAGEMENT GROUP 14 – AGENDA**  
**October 22-27, 2006**

**Sunday**  
**October 22**

1500- REGISTRATION: CHECK-IN AT THE ASILOMAR  
ADMINISTRATION BUILDING

**Monday**  
**October 23**

|           |   |   |
|-----------|---|---|
| 0800-0830 | ORIENTATION AND OVERVIEW OF COURSE  | Green/Lindahl                               |
| 0830-0945 | INTRODUCTIONS AND EXPECTATIONS<br>OF PARTICIPANTS   | Rayburn/Foster                              |
| 1000-1115 | DEVELOPING AND MANAGING DISTRICT<br>RESOURCE MANAGEMENT PROGRAMS                                      | Vincent/Fuzie/<br>Rayburn/Foster            |
| 1115-1200 | EXPECTATIONS FOR RESOURCE MANAGEMENT<br>IN THE STATE PARK SYSTEM                                      | Jackson                                     |
| 1200-1300 | <i>LUNCH</i>  |   |
| 1300-1345 | PANEL AND CLASS DISCUSSION - DPR CORE<br>RESPONSIBILITIES, LINES OF COMMUNICATION<br>AND COORDINATION | Jackson/Vincent<br>Fuzie/Rayburn/<br>Foster |
| 1345-1600 | CONSERVATION VALUES, THREATS  | White/TBA                                   |
| 1600-1700 | PLANNING FOR THE FUTURE – ACQUISITION<br>PLANNING AND PARTNERSHIPS                                    | Rayburn/Woodroof                            |

**Tuesday**  
**October 24**

|           |  |                  |
|-----------|--|------------------|
| 0800-0845 | NATURAL RESOURCES – LAWS, POLICIES,<br>DIRECTIVES AND PHILOSOPHY | Schaub           |
| 0845-0930 | FUNDING PROGRAMS - NATURAL                                       | Trumbly          |
| 0945-1045 | WATERSHED MANAGEMENT AND STREAM<br>RESTORATION                   | Walck            |
| 1045-1200 | WILDLIFE MANAGEMENT  | Swolgaard/Schaub |
| 1200-1300 | <i>LUNCH</i>   |                  |

**RESOURCE MANAGEMENT GROUP 14 – AGENDA**  
**October 22-27, 2006**

|           |   |                  |
|-----------|---|------------------|
| 1300-1430 | PARK ARCHAEOLOGY, NATIVE PEOPLES AND CULTURES OF CALIFORNIA | Hylkema          |
| 1445-1645 | MANAGEMENT CHALLENGES – A PANEL DISCUSSION                  | Lawliss/Tays/TBA |
| 1645-1700 | WRAP-UP   | Lindahl          |
| 1800-1900 | <i>DINNER</i>   |                  |
| 1930-2100 | DISTRICT PROJECT/PROGRAM PRESENTATIONS                      | TBA              |

**Wednesday**  
**October 25**

|           |   |          |
|-----------|---|----------|
| 0800-0930 | VEGETATION MANAGEMENT   | Kerbavaz |
| 0930-1045 | FORESTRY - TREE HAZARDS, DEVELOPED AREA VEGETATION MANAGEMENT, PEST MANAGEMENT AND QUARANTINE | Bakken   |
| 1100-1200 | FIRE MANAGEMENT   | Bakken   |
| 1200-1300 | <i>LUNCH</i>  |          |
| 1300-1700 | FIELD TRIP – PT. LOBOS STATE RESERVE  |          |

**Thursday**  
**October 26**

|           |  |               |
|-----------|--|---------------|
| 0800-0930 | MUSEUM COLLECTIONS   | Franklin      |
| 0930-1030 | ANCIENT SITES AND LANDSCAPES THEN AND NOW INCLUDING SACRED SITES, GATHERING AREAS, AND CEREMONIAL PLACES | TBA           |
| 1045-1200 | HISTORIC LANDSCAPES THEN AND NOW OLMSTED'S VISION, HEARST SAN SIMEON AND ANGEL ISLAND                    | Garret/Franco |
| 1200-1300 | <i>LUNCH</i>   |               |

**RESOURCE MANAGEMENT GROUP 14 – AGENDA**  
**October 22-27, 2006**

|                          |  |                 |
|--------------------------|--|-----------------|
| 1300-1400                | SAVE AMERICA'S TREASURES – NHL FUNDING<br>THOMAS WILLIAMS HOUSE-COLOMA AND<br>LOCKE BOARDING HOUSE - LOCKE | Nakaji/Osanna   |
| 1400-1500                | CALIFORNIA ENVIRONMENTAL QUALITY<br>ACT (CEQA) – AN OVERVIEW   | Swartly         |
| 1515-1700                | HISTORICAL RESOURCES - PRC 5024 AND<br>THE NATIONAL HISTORIC PRESERVATION ACT,<br>SECTION 106              | Schulz          |
| <b>Friday</b>            |  |                 |
| <b><u>October 27</u></b> |  |                 |
| 0800-0930                | COMPLIANCE PROCESSES, ENVIRONMENTAL<br>LAWS, REQUIREMENTS AND PERMITTING                                   | Tobias          |
| 0945-1100                | MANAGING THE BEST OF CALIFORNIA –<br>PRESENTATION AND DISCUSSION   | Demetrak/Rhodes |
| 1100-1200                | EVALUATION AND WRAP-UP   | Lindahl/Green   |
| 1200-                    | <i>LUNCH AND DEPARTURE</i>   |                 |

**RESOURCE MANAGEMENT TRAINING PROGRAM**

**36 Hours**

**PROGRAM OUTLINE**

**INTRODUCTION, ORIENTATION, CONCLUSION, AND EVALUATION ..... 3**

Orientation and Overview of Course .....

Introductions and Expectations of Participants.....

Evaluation and Wrap-up.....

**LAWS, POLICIES, AND REQUIREMENTS ..... 5**

California Environmental Quality Act – Overview .....

Historical Resources – PRC 5024 and NHPA Section 106 .....

Compliance Processes, Environmental Laws, Requirements and Permitting .....

Natural Resources – Laws, Policies, Directives and Philosophy .....

**PANEL DISCUSSIONS, AND PRESENTATIONS ..... 4.25**

Panel and Class Discussion – DPR Core Responsibilities,

    Lines of Communication and Coordination .....

Management Challenges – Panel Discussion .....

District Program/Project Presentations.....

**RESOURCE MANAGEMENT ..... 23.75**

Developing and Managing District Resource Management Programs .....

Expectations for Resource Management in the State Park System .....

Conservation Values, Threats and Challenges .....

Planning for the Future – Acquisition Planning and Partnerships.....

Natural Funding Programs .....

Watershed Management and Stream Restoration .....

Wildlife Management.....

Park Archaeology, Native Peoples and Cultures in California.....

Vegetation Management .....

Forestry .....

Fire Management .....

Field Trip – Pt. Lobos State Reserve.....

Museum Collections .....

Ancient Sites and Landscapes Then and Now.....

Historic Landscapes Then and Now.....

Save America’s Treasures .....

Managing the Best of California .....

Total Hours..... 36

## **RESOURCE MANAGEMENT**

**Purpose:** It is important for those responsible for park management to have an awareness of the major cultural and natural program areas in order for the Department to accomplish its cultural and natural heritage mission. In particular, field managers and supervisors must be knowledgeable of: 1) the planning processes related to new acquisition and park land use and facility development; 2) natural and cultural resource policies and guidelines; 3) established protection, restoration, and maintenance programs; 4) the various funding programs available to address the Department's natural and cultural management needs; 5) the regulatory and review processes for Departmental projects, 6) the role of inventories and the importance of significance evaluation processes in the proper management of our resources; and 7) how maintenance, stabilization, and restoration relate to sustainability, preservation of unique values, biological diversity, and ecological and historical sensitivity of both natural and cultural resources.

**Program Objectives:** By the end of each day participants will:

### **Day One**

1. Review the missions and goals of natural and cultural resource management as conducted by the Department of Parks and Recreation.
2. Discuss how DPR functions and the roles and responsibilities of personnel in Headquarters, Service Centers, and Districts.
3. Identify the current directions, trends, issues and priorities of resource management in the Department, the role of General Plans in managing our resources and how the Department can partner with others in conservation of natural and cultural resources.
4. State the significance of California State Parks in preserving ecological diversity and note the role of state lands in conservation and sustainability.

### **Day Two**

1. Demonstrate knowledge of the major laws, policies and principles that guide natural resource management with State Parks.
2. Review the Department's primary funding programs used to address natural resource management in the Department, including ongoing maintenance, stewardship, and major capital outlay.
3. Discuss California Native Peoples and cultures, past and present and how our archaeological program is tied to the tribes.
4. Identify management challenges and discuss how we need not sacrifice one resource for the sake of another by using creative solutions that are win-win for the resources, stake-holders, the park system, and that efforts to find these solutions are the future of our parks.

### **Day Three**

1. State the six major management programs under natural resources, their general characteristics and how they contribute to goals and objectives of the Department.
2. Demonstrate an understanding of the role of fire in sustaining ecosystems and be knowledgeable of the Department's fire management programs, both wildfire and prescribed fire.
3. Classify the areas of responsibilities that overlay within the organization and require cooperative management approaches.
4. Cite examples of the complexity of historic structures, archaeological sites and cultural landscapes (or TCP's) with overlying natural resource values and issues within our parks using Pt. Lobos SR to illustrate points of conflict and points where solutions retain all desirable values.

### **Day Four**

1. Demonstrate knowledge and understanding of museum collections and their issues, including NAGPRA and the finding of human remains within State Parks.
2. Articulate the importance of sacred sites, gathering areas, and ceremonial places to California Indian people and discuss how these resources can be protected and managed within State Parks.
3. Review the California environmental Quality Act (CEQA) and PRC 5024 as an MOU with OHP.
4. Discuss the National Historic Preservation Act, Section 106 – when and how it is applied within State Parks.
5. Identify why it is important to document the significance of our historic structures with regard to future funding for preservation work throughout the State Park System.

### **Day Five**

1. Demonstrate understanding of compliance processes, environmental law requirements and permitting.
2. Demonstrate an understanding of the importance of the National Register of Historic Places, "significance" and "integrity" as preservation concepts, the Secretary of the Interior's Standards, State and Federal Endangered Species Acts, and the 1991 Agreement for Biological Diversity.
3. Discuss the value of State Park resources and how each individual can contribute to their protection and preservation for future generations. Be able to make a list of the steps they will take to ensure such work continues within the State Park System.



location map for  
**WILLIAM PENN MOTT JR. TRAINING CENTER**  
837 ASILOMAR BLVD.  
PACIFIC GROVE, CALIFORNIA 93950

