

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

RESOURCE MANAGEMENT

November 25-30, 2007

Training Syllabus



William Penn Mott Jr. Training Center



State of California

Memorandum

Date: October 25, 2007

To: Supervisor

From: Department of Parks and Recreation
William Penn Mott Jr. Training Center

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 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 supervisor, must 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 logs in 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.



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

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***Mission Statement
Training Office***

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

TRAINING CENTER STAFF

Michael D. Green Department Training Officer (Acting)
Pat Bost Office Manager
Joanne Danielson Academy Coordinator
Chuck Combs Training Specialist
Sara Skinner Training Specialist
Dave Galanti Training Specialist
Summer Kincaid Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Eric Marks 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

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 and, most recently, the Two Rivers Training Facility in Sacramento. 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). 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 3:00 p.m. on the date of arrival to 12:00 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 10:00 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, 12:00 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 Training Center staff upon your arrival, for instructions on arranging a transport.

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 otherwise 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. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

20. 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.
21. 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.
22. 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
32. 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.
24. FAX: The Training Center's FAX number is (831) 649-2824.
25. 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 Department of Parks and Recreations training group. **Please Note: There are no longer pay telephones outside of the Training Center. There are pay telephones located at the Asilomar Administration Building.**
26. 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.
27. 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.
28. 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.

29. 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.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENTS

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:
 - Review the web pages for the Colorado Desert District Cultural Program and the three steps for Cultural Stewardship
 - Log onto www.parks.ca.gov ; on the right click on Archaeology, History & Museums; then click on Colorado Desert District Archaeological Site Steward Program which is in the center under "New Additions"; after reading this page, look to the left side and click on the links that appear there to get a wider understanding of archaeological stewardship. Be sure to look at the CASSP link as this group is sanctioned by the Society for California Archaeology and DPR has contracted with CASSP for training all of our archaeological site steward groups.
 - Go back to the Archaeology, History & Museums page, go back to the center section and scroll down to Cultural Resource Management in State Parks – click on this, then please read the three steps necessary for proper stewardship of cultural resources. What is your District's progress toward meeting the three steps for its cultural resource stewardship? Be prepared to discuss this in class.
 - Complete the CEQA questionnaire on page 8 of this syllabus by November 16, 2007 and fax it to Kathryn Tobias at 916-653-1819 or mail it to: Kathryn Tobias, Legal Office, 1416 9th Street, Room 1404-6, Sacramento, CA 95814 in time to reach her by November 16th.
- ____ 3. Arrange your travel through your Unit/Office.
- ____ 4. Remember to bring the following with you to training:
 - Proper field uniform (Review DOM 2300). Note: shorts are not appropriate uniform attire.
 - Coffee cup, alarm clock, pens, pencils.

CEQA Questionnaire

This questionnaire is just for the purpose of focusing my presentation with you so I can be more helpful. (No names or attributions!) Thanks for your cooperation.

Kathryn Tobias, Senior Staff Counsel

Please fax it: Attn: Kathryn Tobias at 916-653-1819 or mail it to: Kathryn Tobias, Legal Office, 1416 9th Street, Room 1404-6, Sacramento, CA 95814 in time to reach her by November 16.

1. I regularly handle:

- CEQA – what’s CEQA?
- 0-5 CEQA related items a year
- 5-15 CEQA related items a year
- 15-30 CEQA related items a year
- I’m overwhelmed with CEQA related problems!

2. In the last five years, our district has done CEQA compliance for the following types of projects (please be as specific as possible without going into a lot of detail):

3. When we do CEQA, it’s usually with a categorical exemption. Check the exemption categories you have used:

Existing facilities ____	Replacement of reconstruction ____
New construction or conversion of small structures ____	Minor alterations to land ____
Minor alterations in land use limitations ____	Informal collection ____
Actions for Protection of Natural Resources ____	Actions for Protection of the Environment ____
Inspections ____	Accessory Structures ____
Acquisition of lands for wildlife conservation ____	Transfer of ownership of land in order to create parks ____
Designation of wilderness areas ____	Enforcement actions ____

Normal operations of facilities for public gatherings ____	Leasing new facilities ____ Transfer of ownership of land to preserve natural conditions ____
Minor actions to prevent, minimize, stabilize, mitigate or eliminate the release of hazardous waste or hazardous substances ____	

4. We have used Negative Declarations for the following types of projects:

5. We have used an EIR (or EIR/EIS) for the following types of projects:

6. We had a problem with CEQA when:

7. I wish I knew more about CEQA and:

8. I have questions about:

- Working with consultants
- NOPs
- Working with the Service Centers
- Working with categorical exemptions
- Other, explain: _____

9. What is your position and classification? _____

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

RESOURCE MANAGEMENT GROUP 15 – AGENDA
November 25-30, 2007

Sunday
November 25

1500-	Registration: <i>(Check-in at the Asilomar Administration Building)</i>	All
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Monday
November 26

0800-0900	Introductions, Course Overview, MPC Application, Video: Pieces of Eden	Lindahl/Skinner
0900-1030	Resource Management and State Park System Statewide Priorities	Rayburn/TBA
1030-1200	Colorado Desert District - Cultural	Wells/Wade
1200-1300	Lunch	
1300-1400	Colorado Desert District - Natural	Wells
1400-1500	Climate Change and Managing Park Resources	TBA
1500-1600	The History Plan	Ruffolo
1600-1700	Expectations for Resource Management in the State Park System	All

Tuesday
November 27

0800-0930	Cultural Resources - Policies and Philosophy Key Points for Non-specialists	Foster
0930-1100	Walkabout and Movie	All
1100-1200	CEQA Compliance - From a Cultural Viewpoint	Hurley
1200-1300	Lunch	
1300-1400	Video: Secretary of the Interior Standards	Hurley
1400-1500	Compliance Processes - From a Legal Viewpoint	Tobias
1500-1600	Breakout Groups	Lindahl
1600-1700	National Register Properties, FEMA, Historic Preservation with Regard to Acquisition	Hurley

Wednesday
November 28

0800-0930	Natural Resource - Policies and Philosophy Key Points for Non-specialists	Schaub/Trumbly
0930-1100	Vegetation Management	Kerbavaz
1100-1200	Natural Resources Funding Programs	Trumbly
1200-1300	Lunch	
1300-1430	Wildlife Management	Swolgaard
1430-1530	Forestry Management	Bakken
1530-1700	Fire Management	Bakken/Trumbly

RESOURCE MANAGEMENT GROUP 15 – AGENDA
November 25-30, 2007

Thursday
November 29

0800-0830	Video: A Museum without Walls	All
0830-1000	Museum Collections - Scope of Collections	Franklin
1000-1100	Disaster Preparedness - Cultural Resources Demo	Harrison
1100-1200	Monterey District - Cultural Program Development	Fuzie/Bischoff
1200-1300	Lunch	
1300-1400	Monterey District - Lick Fire Response to Natural and Cultural Resources	Fuzie/Bischoff
1400-1500	General Plans	Ray
1500-1600	Acquisition Planning	Ray
1600-1700	Native American Consultation Policy	Lindahl/La Pena
	Video: Sacred Places	

Friday
November 30

0800-0900	Odds and Ends - Cultural Stewardship: Three Steps Cultural Funding Sources and the PID	Lindahl
0900-1000	Final Exam and Review	Lindahl
1000-1100	What are the Priorities of the State Park System?	Rhodes/Perez
1100-1200	Evaluation and Wrap-up	Lindahl/Skinner

RESOURCE MANAGEMENT

PROGRAM OUTLINE

36 HOURS

INTRODUCTION, ORIENTATION, CONCLUSION AND EVALUATION 3

- Orientation and Overview.....
- Video: "Pieces of Eden".....
- Final Exam and Review.....
- Evaluation and Wrap-up.....

RESOURCE MANAGEMENT 7.5

- State Park System Statewide Priorities.....
- Climate Change and Managing Park Resources.....
- Expectations for Resource Management in the State Park System.....
- Monterey District Response to Disaster.....
- Natural and Cultural Resource Evaluation and Protection.....
- General Plans – What You Need to Know.....
- Acquisition Planning – How You Can Be Involved.....
- What Are the Priorities of the State Park System.....
- How We Work Together to Realize a California Dream.....

NATURAL RESOURCE MANAGEMENT 9

- Colorado Desert District.....
- Natural Resource Policies and Philosophy – Key Points for Non-Specialists.....
- Vegetation Management.....
- Natural Resources Funding Programs.....
- Wildlife Management.....
- Forestry Management.....
- Fire Management.....

CULTURAL RESOURCE MANAGEMENT 16.5

- Colorado Desert District.....
- The History Plan.....
- Cultural Resources Policies and Philosophy – Key Points for Non-Specialists.....
- Native American Consultation Policy.....
- CEQA Compliance – From a Cultural Viewpoint – PEF and PRC 5024.....
- The Secretary of the Interior Standards.....
- Compliance Processes – From a Legal Viewpoint.....
- Breakout Groups – Sample Projects/Communications Game.....
- Grab Bag of Historic Preservation.....
- Museum Collections.....
- Disaster Preparedness – Cultural Resources - Fire Retardant for Historic Buildings
- Monterey District - Development of a District Cultural Program.....
- Videos or Walkabout at Asilomar.....
- Odds and Ends.....

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.
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.

Performance Objectives: By the close of the program participants will

1. Develop a sound understanding of the missions and goals of natural and cultural resource management as conducted by the Department of Parks and Recreation.
2. Restate 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.
3. Demonstrate knowledge of the major laws, policies, and principles that guide natural resource management within State Parks.
4. Discuss California Native Peoples and cultures, past and present, and how our archaeological program is tied to the tribes. Additionally, describe how consultation with California Native tribes will be integrated into Departmental processes and procedures.

5. Recognize 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, stake-holders, park system, and that efforts to refine the skills to recognize these choices are the future of our parks.
6. State the six major management programs under natural resources, their general characteristics and how they contribute to the goals and objectives of the Department.
7. Identify areas of responsibilities that overlay within the organization and require cooperative management approaches. Site examples of the complexity of historic structures, archaeological sites, and cultural landscapes with overlying natural resource values and issues within our parks.
8. Demonstrate knowledge and understanding of museum collections and their issues, including NAGPRA and the finding of human remains within State Parks; the development of a Scope of Collections Statement; and the need for a Disaster Preparedness Plan for all collections.
9. Describe the PEF process and California Environmental Quality Act (CEQA) and PRC 5024 as a Memorandum of Understanding with the Office of Historic Preservation and other compliance processes.
10. List the three essential steps to the successful stewardship of cultural resources.
11. Describe the importance of “significance” and “integrity” as preservation concepts; what is meant by “The Secretary of the Interior Standards”; what the State and Federal Endangered Species Acts and the 1991 Agreement for Biological Diversity mean within our natural resource program.

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

