

Resource Management Cultural Intermediate

January 9-14, 2011

Training Syllabus



William Penn Mott Jr. Training Center



State of California

Memorandum

Date: December 13, 2010

To: Supervisor

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

Subject: Employee Attendance at Formal Training
Resource Management Cultural Intermediate Group 2

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.



Tina L. Williams
Department Training Officer

Attachment

cc: Participant

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***Mission Statement
Training Section***

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

MOTT TRAINING CENTER STAFF

Tina L. Williams.....Department Training Officer
Pat Bost Office Manager
Chuck Combs.....Training Specialist
Dave GalantiTraining Specialist
Karyn Lombard.....Training Specialist
Sara M. SkinnerTraining Specialist
Matt Cardinet..... Cadet Training Officer
Dan Kraft..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Eric MarksProgram Assistant
Rogers WilliamsProgram 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:** 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.
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.

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 Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. 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 the Marconi Conference Center Administration Building.
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 or must change or 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 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. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 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 Marconi Conference Center no later than one week before your scheduled arrival.
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 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.

8. 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.

9. **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.
10. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and at the Marconi Conference 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. Please bring your own pens and pencils.
12. **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.

Please remember that cell reception is poor at Marconi. There is a payphone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also wi-fi access, which requires a pre-established account for a fee for use which cannot be charged to your room.

13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
14. **COLLEGE CREDIT:** Most Training Section 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.
15. **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.**
 - To obtain the number, logon at: <http://www.mpc.edu>
 - In the column on the left side of the screen, click on Registration (WebReg).

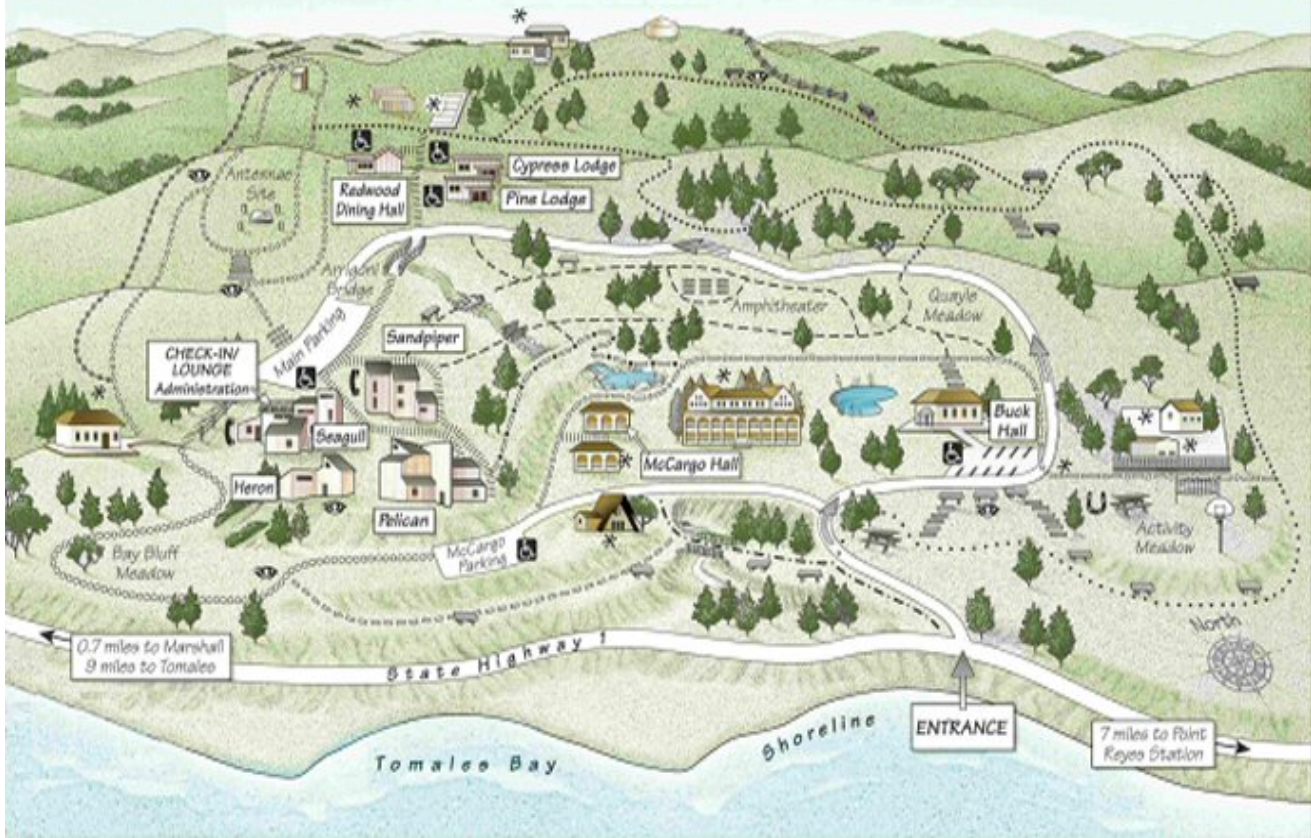
- In the form that comes up and is titled: Have you applied for a BOG Fee Waiver, enter your Social Security Number in the box that is titled MPC/ID, and enter your birthdate in the second box.
- Click on Login
- The system will then come back with your MPC Student Identifier (SID).

You can store your MPC ID number in your ETMS Profile for future reference.

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 by following the instructions.

16. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

Marconi Conference Center



◆ **Marconi Conference Center**
 ◆ **GETTING TO MARCONI**
(415) 663-9020



◆ **FROM SANTA ROSA**

Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**

Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**

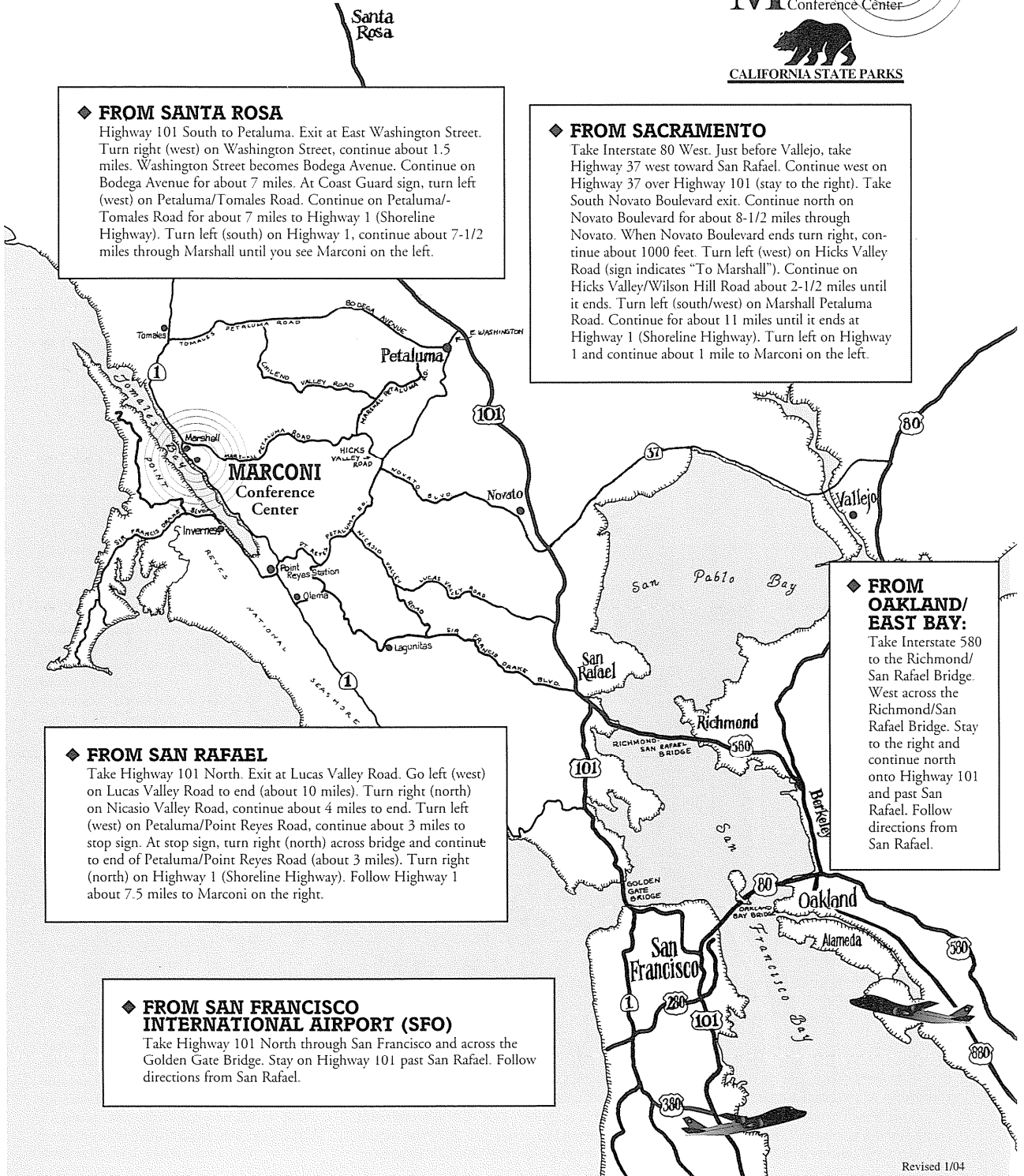
Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**

Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**

Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

PROGRAM ATTENDANCE CHECKLIST

To assist you in preparation for formal training at the Marconi Conference Center, the following list is provided:

- Arrange your travel through your District/Unit Office.

Remember to bring the following with you to training:

- Program syllabus
- Foul weather gear (due to the possibility of rain during this time of year).
- Coffee cup, pencils, pens, and alarm clock.

Uniforms are not required – please wear suitable office attire.

If you have any questions or need assistance, contact Training Specialist Sara M. Skinner at sskinner@parks.ca.gov.

PRE-TRAINING ASSIGNMENT

1. Please review and be prepared to discuss the draft DOM Chapter 0400. We will be covering the five steps for cultural stewardship: survey and inventory, evaluation, treatment, maintenance, and stewardship; project review processes; and the role of the Department Preservation Officer. The DOM chapter will be sent to you via email prior to the training or given to you in hard copy at the training.
2. Please review and be prepared to discuss the current MOU with the State Office of Historic Preservation (which will be sent to you via email). A portion of the training week will be devoted to discussions of updating this agreement when it expires in 2012.
3. Please be prepared for an in-class project that will involve the evaluation (not in the formal sense) and prioritization of the historic resources within the parks unit for which you are responsible. You will be provided with a list of historic resources in all park units in your district. There will be at least one exercise where you will need to use this list to prioritize resources for closer procedures or to choose those that are the most significant resources for funding projects to bring them up to maintenance and use status. Either way, it requires that you have some knowledge about these resources.
4. A second exercise, using this same base information will be done to figure out how to scope and prioritize the order in which a survey and inventory are completed; and understanding how many resources still need formal evaluation. Be prepared to assist in the process of prioritizing areas, units, or districts with a statewide perspective, but with the knowledge of the resource needs within your own sphere of knowledge.
5. Please print out and bring with you National Register Bulletin #38 entitled "Guidelines for Evaluating and Documenting Traditional Cultural Properties". It will be used during the mandatory Wednesday evening session on recording and assessing such properties. The link to print the Bulletin is:
<http://www.nps.gov/nr/publications/bulletins/nrb38/>

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 CULTURAL INTERMEDIATE GROUP 2
January 9-14, 2011

Sunday

January 9

1500- REGISTRATION: *Check in at the Marconi Conference Administration Building*

Monday

January 10

0800-0900	Welcome, Introductions, Business	Skinner/Lindahl
0900-1000	State of CRM; DOM; DPO	Lamb
1000-1100	State Historic Park Office and the MOU	Donaldson
1100-1200	Introductions, DOM Philosophy/Writing	Lindahl
1200-1300	Lunch	
1300-1400	Survey and Inventory Panel	Wooley
1400-1500	Different Strokes for Different Folks	Hurley/Gruver
1500-1700	Class Exercise: Identify Information Gaps and Estimate Statewide Need	All

Evening Session:

National Register Multi-Property Nomination	Kennedy
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Tuesday

January 11

0800-1000	Evaluation of Resources	NPS Personnel
1000-1100	Significance and DPO and SHPO Involvement	NPS Personnel
1100-1200	Treatment - DOM	Wooley
	Reimbursable Projects, Guidelines, and Budgets	
1200-1300	Lunch	
1300-1430	Treatment - Focus on Materials	Wessel
1430-1500	Bodie Cemetery	Training Video
1500-1700	The Current World of History	Magliari

Evening Session:

The Current World of Archaeology	Byrd
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Wednesday

January 12

0800-0900	CAMP - Its Value to Us	Lindahl
0900-1000	CAMP - Open Discussion	Hurley/ Maintenance Chief
	Bodie Building Assessment and Recordation	Training Video
1000-1100	Working as Teams – Case Study	Veisze/Padgett/Fraser
1100-1200	Coordination of Information	Veisze

RESOURCE MANAGEMENT CULTURAL INTERMEDIATE GROUP 2
January 9-14, 2011

Wednesday

January 12

1200-1300	Lunch	
1300-1400	Stewardship in State Parks	Schultz
1400-1500	How are You Using Stewardship to Give Value to the Department and the Public	Schultz
1500-1600	Annual Report - The Anatomy of the Report	Lindahl
1600-1700	Annual Report - Information Gathering and Sharing	Office of Historic Preservation

Mandatory Evening Session:

TCP Recording and Assessment	Sampson
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Thursday

January 13

0800-0830	Orchard Workshop	Training Video
0830-1000	Project Review Fire Response	Corey
1000-1200	NHL Owners and Stewards; Update, SAT Program and Grants; Advice in Treatment and Management of NHL's; Photovoltaic - Green Energy Options for Historic Buildings	Jackson-Retondo
1200-1300	Lunch	
1300-1500	MOU with Office of Historic Preservation	Office of Historic Preservation
1500-1700	MOU of Parking Lot Group	Leader TBA

Evening Session:

Open Evening - Class Choice

Friday

January 14

0800-0900	What to Do When That Problem Comes Up	Archaeology, History, and Museums Staff
0900-1000	Document the Problem, Reporting It, Protecting Yourself	Archaeology, History, and Museums
1000-1100	Dewitt Jones Video – Again!	Lindahl
1100-1200	Wrap-up	Lindahl/Skinner

RESOURCE MANAGEMENT NATURAL INTERMEDIATE

36 HOURS

PROGRAM OUTLINE

PROGRAM ADMINISTRATION 2.0
Welcome, Applications, and Course Review
Evaluation and Wrap-up.....

CULTURAL POLICY APPLICATION AND RESPONSIBILITY..... 34
State of CRM; DOM; DPO.....
State Historic Park Office and the MOU
Survey and Inventory
Training Videos
National Park Service: Evaluation, How and Why.....
Treatments
The Current World of History.....
CAMP.....
Bodie Building Assessment and Recordation Training.....
Working as Teams - Case Study.....
Coordination of Information
Stewardship in State Parks
Annual Report
Project Review Fire Response: Who, What, When and How
NHL Owners and Stewards; Update, SAT Program and Grants, Advise in.....
Treatment.....

TOTAL HOURS36.0

RESOURCE MANAGEMENT CULTURAL INTERMEDIATE

OVERALL PURPOSE OF THE COURSE

Purpose: This course introduces the Departmental Operations Manual, Chapter 4, Cultural Resources policy and guidelines for the management of cultural resources throughout the Department. This course is intended to outline the five critical steps in the management of cultural resources, how those steps may be implemented, and the standards to which all such work is held. The role and responsibilities of the Department Preservation Officer are identified. The course will clarify the responsibilities of each cultural resource specialist in State Parks under the MOU with the State Historic Preservation Office with regard to the Annual Report and project review. The course is designed to provide information that will result in the uniform application of laws, policy, standards, and guidelines throughout the Department in the performance of cultural resource management in meeting the Department's mission to protect and preserve our most significant cultural resources.

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

1. Discuss the five steps to cultural resource management and the importance of each within the larger role of stewardship of resources.
2. Define the roles that different parts of the Department (i.e., AHM Division Cultural Specialist, District Cultural Specialist, and Service Center Cultural Specialist) play in the overall policy development, training, project review, and management of our cultural resources of all types, archaeological, the historic built environment, prehistoric and historic landscapes, and collections.
3. Articulate the role of the Departmental Preservation Officer in secondary review and the process of seeking such review. Additionally, all class attendees will understand that all actions that affect the integrity of, eligibility of, significance of, or preservation of cultural resources (including destruction by natural events, benign neglect, demolition by neglect, direct human action, or other factors) must be brought to the awareness of the DPO and included in the Annual Report to the SHPO.
4. Describe the existing MOU with the State Office of Historic Preservation, the requirements that it calls for, and the responsibility of every cultural specialist to meet those requirements. They will also understand the ramifications of not meeting those requirements.
5. Work in concert with each other and all divisions to present a uniform, legal, supportable, effective, practical, and sustainable stewardship of the significant cultural resources within the State Park System.