

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: 80-Hour Supervisor Training	REFERENCE NUMBER: 2014-031
DATE ISSUED: 5/29/2014	SUPERSEDES:

This memorandum should be forwarded to:

Department Training Officers
Human Resources Chiefs
Administrative Deputies
Department Personnel Officers

FROM: Guy Burghgraef, Statewide Training Coordinator
Department of Human Resources
Benefits and Training Division

CONTACT: Nathan Parker
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Email: Nathan.parker@calhr.ca.gov

The California Department of Human Resources' (CalHR) Statewide Learning and Performance Management program is building a profile of training classes offered by departments across the State. CalHR would like to use these profiles to build a Training Content Repository (TCR) that departments can access when developing or updating training curriculum. This TCR will include training content developed by State employees for State employees and will help streamline the time consuming process departments often face when developing training content. This information will also help CalHR to streamline our planning and development of training programs offered through the State Training Center.

CalHR will begin this project by first focusing on the 80-hour supervisor training, as required by Government Code Section 19995.4, which is currently offered through the State Training Center and through training offered by other State departments. To assist with this effort, CalHR is reaching out to departments to:

- Identify which departments currently provide their own 80-hour newly-appointed supervisors training as required under Government Code 19995.4, and
- Request copies of this training's content and materials.

If your department provides this training, please let us know by emailing a copy of your current training materials to Nathan Parker (Nathan.parker@calhr.ca.gov) by Friday, June 20, 2014. We may also need to follow-up by contacting departments who are providing this training to request additional details.

In addition, if your 80-hour supervisory training is open to other State employees from other State departments, please let us know by providing the following:

- Where is your training offered?
- What is the registration process?
- Cost per employee?

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We believe the TCR will provide a very valuable service to all State departments, and we sincerely appreciate your time and assistance in helping us with this endeavor. Should you have any questions, please contact Nathan Parker at 916-324-0532.

Thank you!

/s/Darlene Schell

Darlene Schell, Chief
Benefits and Training Division