

ADMINISTRATIVE SERVICES TRAINING GUIDE - PROGRAM STAFF

(No. 14 March 2001)

Classification by Category Every employee fits in one of the three categories of Technical Staff, Program Staff or Manager. In addition, some employees will also fall into Supervisor and/or Administrative Officer. Use the alphabetical listing to find your classification under one of the three Categories, then refer to the appropriate chart to find training for your category by function. If you are also a supervisor and/or administrative officer, then you will also use those charts.

Individual Professional Training This chart helps identify training opportunities that may improve or enhance the knowledge, skills and abilities of employees performing administrative functions. The charts for each of the three categories of Technical Staff, Program Staff and Manager are divided into the functions of All Employees, Fiscal, Asset, Personnel and Information Technology. Refer to All Employees then to any function(s) that most closely relate(s) to your duties. For further assistance, see the Definitions. Some employees may fall into more than one function. Supervisors and administrative officers are on separate charts.

PROGRAM STAFF

Accounting Administrator I
Accounting Administrator II
Administrative Assistant I
Administrative Assistant II
Air Operations Officer II
Architectural Associate
Arson and Bomb Investigator
Arson and Bomb Investigator Assistant
Assistant Director for Public Affairs & Legislation
Assistant Pipeline Safety Engineer
Associate Architect
Associate Biologist
Associate Budget Analyst
Associate Civil Engineer
Associate Electrical Engineer
Associate Governmental Program Analyst
Associate Information Systems Analyst
Associate Land Surveyor
Associate Management Analyst
Associate Management Auditor

Associate Mechanical Engineer
Associate Pathologist
Associate Personnel Analyst
Associate Pipeline Safety Engineer
Associate Programmer Analyst Associate State Architect
Audio Visual Specialist
Business Service Officer II
Business Service Officer III
Chief of Land Surveys
Civil Engineering Associate
Data Processing Manager I
Data Processing Manager II
Departmental Construction and Maintenance Supervisor
Departmental Safety Coordinator
Deputy State Fire Marshal
Deputy State Fire Marshal III (Spec)
Deputy State Fire Marshal III (Supervisory)
Executive Assistant
Executive Officer, Forester's
Licensing/Department of Forestry and Fire Protection
Executive Officer, State Board of Forestry
Executive Secretary I
Executive Secretary II
Executive Specialist for Information Resources Management, CDF
Fire Apparatus Engineer
Fire Captain
Fire Fighter I
Fire Fighter II
Fire Prevention Officer I
Fire Prevention Officer II
Fire Prevention Specialist II
Fire Service Training Specialist
Fire Service Training Specialist III
Forester II
Forester III

Forestry Construction and Maintenance Supervisor

Forestry Equipment Manager II

Forestry Equipment Manager III

Forestry Pilot

Heavy Fire Equipment Operator

Information Officer II

Labor Relations Analyst

Land Surveyor Supervisor

Legal Counsel

Mechanical Engineering Technician II

Mechanical Engineering Technician III

Nurse Practitioner

Personnel Services Specialist II

Personnel Services Supervisor I

Personnel Services Supervisor III

Regional Administrative Officer II, Resource Agency

Regional Administrative Officer III, Resource Agency

Research Analyst II

Research Manager II

Research Program Specialist I

Research Program specialist II

Research Program Specialist III

Senior Accounting Officer

Senior Arson and Bomb Investigator

Senior Civil Engineer

Senior Land Surveyor

Senior Pipeline Safety Engineer

Senior Programmer Analyst

Staff Counsel

Staff Programmer Analyst

Staff Services Manager I

Staff Services Manager II

State Fire Marshal Trainee

State Forest Ranger I

State Forest Ranger II
 State Forest Ranger III
 Supervising Cook I
 Telecommunications Systems Analyst II

INDIVIDUAL PROFESSIONAL TRAINING - PROGRAM STAFF							
Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		

JOB REQUIRED

Job Required All Employees

Basic Safety	4	Unit/DPO	Within 1 year of appointment	CDF Policy	As Needed	None	
Completed Staff Work	16	STC #623	As Needed	As Needed	Once	None	
Computer Use Training	8-24	HHSDC	As Needed	As Needed	Once	None	
Defensive Driver Training	4	Unit/DGS	As needed	SAM (0752) - Required for frequent operation of any vehicle on state business	4 hours every 4 years	Valid California Driver's License	
EED/Workshop Free of Discrimination/Sexual Harassment	4-8	Academy/Unit /Region	Eight hours during 1 st year of employment	Mandated CDF Policy	4 hours every 2 years thereafter	None	(*)
Effective Use of Numbers	16	STC #610	As Needed	As Needed	Once	None	
Effective Writing Skills	8-32	FOC/STC #621 or #622	As Needed	As Needed	Once	None	
Effective Presentations	16	STC #812	As Needed	As Needed	Once	None	
Employee Assistance Program (EAP)	4	CDF/DPO/ Vendor/DPA	Within 1 year of appointment	CDF Policy	Once	None	
Interpersonal Communication at Work	16	STC #816	Within 1 year of appointment	As Needed	Once	None	

F
E
V

Other courses may be identified in the CDF University Program Schools of Learning for job classifications within specific programs.

Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		
Legislative Bill Analysis	16	State Net/ California Journal/STC #677	Within 1 year of appointment	As Needed	Once	None	
Managing Meetings	16	STC #312	Within 1 year of appointment	As Needed	Once	None	
Non-Discrimination and Sexual Harassment Free Work Places	8	Unit	Within 1 year of appointment	CDF Policy	4 hours every 3 years thereafter	None	
Number Skills	24	Unit; Federal Office of Correspondence (FOC)	Within 1 year of appointment	As Needed	Once	None	
Occupational Infectious Diseases	4	Unit	As Needed	As Needed	As Needed	None	
Orientation Specific to Function/Unit	4	Unit	Within 1st year	CDF Policy	Once	None	
Purchasing Payment Certification	8	CDF Bus Svc at Unit	Prior to purchasing	As Needed	Once	None	
Procedure and Manual Writing	29	STC #629	As Needed	As Needed	Once	None	
Program Analysis and Evaluation for Analysts	32	STC #613	Within 1 year of appointment	As Needed	Once	None	
Retirement	8	PERS	10 years prior to retirement	As Needed	Once	None	
Leadership Fundamentals	40	Region	As Needed	As Needed	Once	None	
Team Facilitator's Workshop	16	STC #320	Within 1 year of appointment	As Needed	Once	None	
Travel Expense Claims*	6	Academy	Within 1 year of appointment	As Needed	Once	None	

F
E
V

F
E
V

Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		

Job Required - Fiscal

AFAS	16	Academy/Unit	Within 1 year of appointment	As Needed	Once	None	
Budget Development	24	STC Budget Building Workshop (#642)	Within 1 year of appointment	As Needed	Once	None	
Processing Financial Documents	28	Academy/Region	Within 1 year of appointment	As Needed	Once	Familiar with Finance processes	
Purchasing Payment Certification	8	Bus Svc at Unit	Prior to purchasing	As needed	Once	None	

Job Required - Asset

Federal Excess Personal Property (FEPP)	16	Academy, Region, Unit	Within 1 year of appointment	As Needed	Once	None	
Inventory Management	16	Academy	Within 1 year of appointment	As Needed	Once	None	
Managing the Service Contract Process	24	STC #671	Within 1 year of appointment	As Needed	Once	None	
Property and Equipment Management	4	Unit	Within 1st year	As Needed	Once	None	
Purchasing	24	Academy	Within 1 year of appointment	As Needed	Once	None	

Job Required - Personnel

Basic PAR Documentation	8	CDF/SCO	Within 1st year	As Needed	Once	None	
Chairing Interview Exams	32	SPB	Within 1 year of appointment	As Needed	Once	None	
Classification and Pay	20	STC #826	Within 1 year of appointment	As Needed	Once	None	
Corrective Actions	8	CDF/SCO	As Needed	As Needed	Once	None	
Drafting Adverse Actions	8	SPB	Within 1 year of appointment	As Needed	Once	None	
EEO Investigator	24	SPB	Within 1 year of appointment	As Needed	Once	None	
EEO Counselor Training	24	Academy/	Within 1 year of	As Needed	Once	None	

Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		

		SPB	appointment				
Employee Benefits (Mandatory/Voluntary)	16	STC #830/PERS/DPA	Within 1 year of appointment	As Needed	Once	None	
Employment History Database	16	CDF/SCO	Within 1st year	As Needed	Once	None	
Fundamentals of Payroll	16	CDF/SCO	Within 1st year	As Needed	Once	None	
Garnishments	8	CDF/SCO	Within 1st year	As Needed	Once	None	
Injured Worker Assistance Coordinator (IWAC)	8	CDF/DPO	As Needed	As Needed	Once	None	
JAC Program Orientation	4	CDF/ LRO	As Needed	As Needed	Once	None	
MOUs	4	CDF/LRO	Within 1 st year	As Needed	Once	None	
Non Industrial Disability Insurance (NDI)	8	CDF/SCO	Within 1 st year	As Needed	Once	None	
PACMANS	16	Academy/Region	Within 1 year of appointment	As Needed	Once	None	
Permissive Reinstatement & Transfers	8	SPB	Within 1 year of appointment	As Needed	Once	None	
Progressive Discipline	8	Academy	Within 1 year of appointment	As Needed	Once	None	
Return to Work Training	40	STC #835	Within 1 year of appointment	As Needed	Once	None	
Settlements	8	CDF/LRO/DPO	As Needed	As Needed	Once	None	
The State Discipline Process	16	STC #240	Within 1 year of appointment	As Needed	Once	None	
Time Reporting	32	Academy	Within 1 year of appointment	As Needed	Once	None	
Worker's Compensation Documentation	8	CDF/SCO	As Needed	As Needed	Once	None	
Worker's Compensation "The Beginning Steps"	8	CDF/SCO	As Needed	As Needed	Once	None	

Job Required - Information Technology

CDF WAN Network Administration	40	Academy	Within 1 year of appointment	As Needed	Once	Familiarity with microcomputers and network concepts	
--------------------------------	----	---------	------------------------------	-----------	------	--	--

Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency		

JOB ENHANCEMENT

Job Enhancement - All Employees

CPR	4-8	Unit/ Local Agencies	As Selected	Recommended	4 hours every 2 years	None	
Stress Management	8	STC #355	As Selected	Recommended	Once	None	

Job Enhancement - Fiscal

AFAS-Accounting Systems*	32	Academy/ Unit	As Selected	Recommended	Once	Finance User	
CALSTARS	8	Academy/ Unit	As Selected	Recommended	Once	None	

Job Enhancement - Asset

Records Management	8	DGS/Bus SVC	As Selected	Recommended	Once	None	
--------------------	---	----------------	-------------	-------------	------	------	--

Job Enhancement - Personnel

Fundamentals of Personnel	8	CDF/SCO	As Selected	Recommended	Once	None	
------------------------------	---	---------	-------------	-------------	------	------	--

CAREER DEVELOPMENT

Career Development - All Employees

Career Development	40	Academy	As Selected	Recommended	Once	None	
Training for Trainers	32	Academy/ STC #902, 908	As Selected	Recommended	Once	None	

NOTES: (*) = New Department policy

[\(see Table of Contents\)](#)