

## ADMINISTRATIVE SERVICES TRAINING GUIDE - TECHNICAL 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.

### TECHNICAL STAFF

Accountant I  
Accountant Trainee  
Accounting Officer  
Accounting Technician  
Assistant Civil Engineer  
Air Operations Officer I  
Aircraft Mechanic  
Assistant Information Systems Analyst  
Assistant State Archeologist  
Audio Visual Assistant  
Business Service Assistant  
Business Service Officer I  
Carpenter I  
Carpenter II  
Carpenter Supervisor  
Chief Engineer I  
Civil Engineering Technician I  
Civil Engineering Technician II  
Dispatcher-Clerk

Electrician I  
Electrician II  
Electrician Supervisor  
Environmental Systems Intern  
Fire Control Aid  
Fire Lookout  
Fire Prevention Assistant  
Fire Prevention Specialist I  
Food Service Worker I  
Forester I  
Forestry Aid  
Forestry Assistant I  
Forestry Assistant II  
Forestry Cook I  
Forestry Cook II  
Forestry Equipment Manager I  
Forestry Logistics Officer I  
Forestry Logistics Officer II  
Forestry Technician  
Graduate Student Assistant  
Groundskeeper  
Heavy Equipment Mechanic  
Information Systems Technician  
Information Systems Technician Specialist I  
Janitor  
Junior Forester  
Junior Staff Analyst  
Laborer  
Maintenance Mechanic  
Management Services Technician  
Materials and Stores Specialist  
Materials and Stores Supervisor  
Office Assistant  
Office Services Supervisor I  
Office Technician  
Personnel Selection Technician

Personnel Services Specialist I  
Personnel Technician I  
Programmer I  
Programmer II  
Regional Administrative Officer I,  
Resource Agency  
Research Analyst I  
Seasonal Clerk  
Secretary  
Senior Account Clerk  
Staff Services Analyst  
Stationary Engineer  
Stenographer  
Stock Clerk  
Student Assistant  
Telecommunications Systems Analyst I  
Warehouse Worker  
Word Processing Technician

## INDIVIDUAL PROFESSIONAL TRAINING - TECHNICAL 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	
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	
Developing Analytical Skills	40	STC #612	As Selected	As Needed	Once	None	
Employee Assistance Program (EAP)	4	CDF/DPO/ Vendor/ DPA	Within 1 year of appointment	CDF Policy	As Needed	None	
EEO/Workplace Free of Discrimination/Sexual Harassment	8	Academy, Chief	8 hrs during initial year of employment	CDF Policy Mandated	4 hours every 2 years thereafter	None	(*)
Occupational Infectious Diseases	4	Unit	As Needed	As Needed	As Needed	None	
Orientation Specific to Function/Unit	4	Unit	Upon hire	CDF Policy	Once	None	
Purchasing Payment Certification	8	CDF Bus Svc at Unit	Prior to purchasing	As Needed	Once	None	
Retirement	16	PERS	10 years prior to retirement	As Needed	Once	None	
Telephone Communication	8	STC #510		As Needed		None	

**Job Required - Fiscal**

Accounting Systems	32	Academy/ Unit	Within 1 year of appointment	As Needed	Once	Finance User	
AFAS	16	Academy/ Unit	Within 1 year of appointment	As Needed	Once	None	
CALSTARS	8	Academy/ Unit	Within 1 year of appointment	As Needed	Once	None	
Processing Financial	28	Acad/	Within 1 year of	As Needed	Once	Familiar with	

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Documents		Region	appointment			Finance processes	
Travel Expense Claim	6	Academy	Within 1 year of appointment	As Needed	Once	None	

**Job Required - Asset**

Federal Excess Personal Property (FEPP)	16	Academy/Region	Within 1 year of appointment	As Needed	Once	None	
Inventory Management	16	Workshop	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	As Needed	As Needed	Once	None	

**Job Required - Personnel**

Basic PAR Documentation		CDF/SCO		As Needed		None	
Corrective Actions		CDF/SCO		As Needed		None	
Classification and Pay	20	STC #826	Within 1 year of appointment	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/SPB	Within 1 year of appointment	As Needed	Once	None	
Employee Benefits (Mandatory/Voluntary)	16	STC #830/PERS/DPA	Within 1 year of appointment	As Needed	Once	None	
Employment History Database	8	CDF/SCO	Within 1 year of appointment	As Needed	Once	None	
Fundamentals of Payroll	8	CDF/SCO	As Needed	As Needed	Once	None	
Garnishments	4	CDF/SCO	As Needed	As Needed	Once	None	
Injured Worker Assistance Coordinator (IWAC)	8	CDF/DPO	As Needed	As Needed	Once	None	
MOUs	4	CDF/LRO	As Needed	As Needed	As Needed	None	
Non Industrial Disability Insurance (NDI)	4	CDF/SCO	As Needed	As Needed	Once	None	
Payroll Reconciliation	8	CDF/SCO	As Needed	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	As Needed	Once	None	

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

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			appointment				
Return to Work Training	40	STC #835	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	

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**Job Required - Information Technology**

CDF WAN Network Admin	40	Academy	Within 1 year of appointment	As Needed	Once	Familiarity with microcomputers and network concepts	
DOS, Basic	16	HHSDC	Within 1 year of appointment	As Needed	Once	Intro to Microcomputers or 6 months recent experience	

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DOS, Intermediate	8	HHSDC	Within 1 year of appointment	As Needed	Once	DOS, Basic or equivalent knowledge	
DOS, Advanced	8	HHSDC	Within 1 year of appointment	As Needed	Once	Technical knowledge of basic and intermediate DOS concepts and daily interface with DOS systems	
Fundamentals of Internet work and Management Design	16	HHSDC	Within 1 year of appointment	As Needed	Once	Knowledge of local area network technology	
Windows, Level I	16	HHSDC	Within 1 year of appointment	As Needed	Once	Intro to Microcomputers and DOS Basic or equivalent experience	
Windows, Level II	16	HHSDC	Within 1 year of appointment	As Needed	Once	Windows, Level II or 6 months in a Microsoft Windows support position	

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

**JOB ENHANCEMENT**

**Job Enhancement - All Employees**

CPR	4-8	Unit/Local agencies	As Selected	Recommended	4 hours every 2 years	None	
Number Skills	24	Unit/ Federal Office of Corresponde nce (FOC)	As Selected	Recommended	Once	None	
Stress Management	8	STC #355	As Selected	Recommended	Once	None	

Leadership Fundamentals	40	Region	As Selected	Recommended	Once	None	
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**Job Enhancement - Asset**

Purchasing Payment Certification	8	Bus Svc at Unit	As Selected	Recommended	Once	None	
Records Management	8	DGS	As Selected	Recommended	Once	None	

**Job Enhancement - Personnel**

Fundamentals of Personnel	8	CDF/ SCO	As Selected	Recommended	Once	None	
Injured State Worker Assistance Program A	8	DPO/ Region	As Selected	Recommended	Once	None	

**Job Enhancement - Information Technology**

Ergonomics	8	CDF/DPO	As Selected	Recommended	As Needed	None	
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Other courses may be identified in the CDF University “Program Schools of Learning” for job classifications within specific programs

## CAREER DEVELOPMENT

### *Career Development - All Employees*

Career Development	40	Academy	As Selected	Recommended	Once	None	
Effective Writing Skills	8-32	FOC/STC #621 or #622	As Selected	Recommended		None	
Effective Use of Numbers	16	STC #610	As Selected	Recommended		None	
Training for Trainers	32	Academy/STC #902, 908	As Selected	Recommended	Once	None	

### *Career Development - Personnel*

Chairing Interview Exams	32	SPB	As Selected	Recommended	Once	None	
JAC Program Orientation		CDF - LRO	As Selected	Recommended		None	
The State Discipline Process	16	STC #240	As Selected	Recommended	Once	None	

NOTES: (\*) = New Department policy

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