

ADMINISTRATIVE SERVICES TRAINING GUIDE - MANAGER

(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.

MANAGER

Accounting Administrator III

CEA

Chief Counsel I, CEA

Chief Deputy Director, CDF

Chief Deputy Director, CSFMO

Deputy Director, Planning, Public Affairs & Legislation

Director, CDF

Division Chief, CSFMO

Forestry & Fire Protection Administrator

Forestry Equipment Manager IV

Labor Relations Manager I

Research Manager III

Staff Services Manager III

State Forest Ranger IV

Supervising Civil Engineer

Telecommunications Systems Manager II

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

JOB REQUIRED

Job Required All Employees

Administering and Enforcing Employee Safety Program	8	CDF/DPO	Within 1st year	Mandated (Other)	Once	None	
Computer Use Training	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	
Effective Presentations	16	STC #812	As Needed	As Needed	Once	None	
EEO for Supervisor or Manager	8	CDF/DPO/ Vendor/DPA	Within 1st year of appointment	Mandated CDF Policy	Annually thereafter by Legal Counsel	None	(*)
Permissive Reinstatement & Transfers	8	SPB	Within 1 year of appointment	Mandated (Other)	Once	None	
Retirement	8	PERS	10 years prior to retirement	As Needed	Once	None	

Job Required - Fiscal

Travel Expense Claim*	6	Academy	Within 1 year of appointment	As Needed	Once	None	
-----------------------	---	---------	------------------------------	-----------	------	------	--

JOB ENHANCEMENT

Job Enhancement - All Employees

CPR	4-8	Unit/Local Agencies	As Selected	Recommended	4 hours every 2 years	None	
Developing, Supporting & Administering a State Agency Budget	24	SAM (6000), State Net Skill Path/STC #642	As Selected	Recommended	Once	None	
Effective Writing Skills	29-32	FOC/STC #621 or #629	As Selected	Recommended	Once	None	

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

Managing Meetings	16	STC #312	As Selected	Recommended	Once	None	
Managing Multiple Priorities	8	STC #421	As Selected	Recommended	Once	None	
Planning and Appraising Employee Performance	16	STC #230	As Selected	Recommended	Once	None	
Problem Solving and Decision Making	32	STC #330	As Selected	Recommended	Once	None	

Job Enhancement - Information Technology

IT Management Development Program	32	HHSDC	As Selected	Recommended	Once	None	
-----------------------------------	----	-------	-------------	-------------	------	------	--

F
E
V

NOTES: (*) = New Department policy

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