

TRAINING AND DEVELOPMENT ASSIGNMENT

4184

(No. 6 February 2007)

In accordance with the Unit 8 Memorandum of Understanding (MOU), when a vacancy in the classification of Fire Captain, Fire Apparatus Engineer or Fire Fighter II exists, it may be filled by an employee who meets the transfer requirements, providing the employee first participates in a Training and Development (T&D) Assignment to the vacant position.

Employees who successfully complete the T&D plan may be appointed to the classification if they meet all eligibility requirements and are reachable on the examination list. For purposes of this section, T&D Assignments may last for a period up to 4 years pursuant to the MOU and Government Code Section 19050.8.

REQUIRED DOCUMENTATION FOR T&D ASSIGNMENT

4184.1

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The following documentation is required to place an individual on a T&D to the classification of FC, FAE or FFII.

- 1) Memorandum addressed to SubJAC outlining the proposed T&D plan
- 2) PO 200, Request for Personnel Action
- 3) Standard Training and Development Assignment Plan (instructions for preparing the T&D Plan is located in the "Resources for the PO 200 Process Handbook", typically held by the Administrative Officer)
- 4) Duty Statement and Organization Chart for the training position
- 5) Employee resume
- 6) Completed copy of the FFII or FAE JAC Individual Training Record form and copies of training certificates (this is requested to document any required apprenticeship training the employee has already satisfied)
- 7) List of other training completed, with copies of certificates

The documents identified above should be sent through appropriate Unit/Region channels to the Sacramento Human Resources Office. The assigned HR Analyst will review the proposed T&D Plan and, upon approval, forward a copy of the package to the Statewide JAC Coordinator.

SUBJAC REVIEW

4184.2

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The memorandum addressed to the SubJAC should be sent to the Statewide JAC Coordinator and will include:

- the intent of the T&D,
- any special qualifications and experience the candidate possesses,
- benefits derived from engaging in the T&D plan and any other pertinent information that will assist SubJAC in its review of the proposal.

The Statewide JAC Coordinator will request a meeting of the SubJAC members for review of the proposed training. Unit personnel may be present at the meeting.

SubJAC will review the candidate's training records and employment history for the purpose of evaluating the employee's experience as it relates to the T&D classification. SubJAC has the authority to modify the Unit's proposal and to create a customized training plan that will satisfy the requirements of the classification and the applicable apprenticeship program.

Note: The training plan for a Fire Captain T&D plan must, at a minimum, satisfy the training requirements of the FAE apprenticeship program.

Training & Development assignments to specialized positions, i.e., Training; ECC, Fire Prevention, etc. must include the assignment of fire protection duties typical of the classification.

- For example, a T&D assignment for an ECC Captain must include duties as a station captain performing typical FC station and suppression work.
- The same goes for T&D assignments to the FAE and FFII classes.

After review, a formal copy of the SubJAC determination will be prepared by the Statewide JAC Coordinator and forwarded to: the HR Analyst, the Region, the Unit, and the Region JAC Coordinator. Upon receipt of the SubJAC determination, the Chief of Human Resources will sign-off on the T& D Assignment and forward it to the Region/Unit for processing.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)