

APPENDIX A

Summary of Human Resources Trainings

Course Name	Course #	Course Length	By When	Frequency	For Who	Course Description
Mandatory Courses						
New Employee Orientation	HR0047	1 hour	Date of hire	Once	All new County employees	This course will familiarize new employees with the County's vision, mission, organizational structure and services, general workplace rules, diversity program, and other critical policies and procedures.
Benefits Orientation	HR0001	3 hours	Date of hire	Once	All new County employees	The Benefits staff will be available to answer your questions and assist you in choosing the plans that best suit your needs at this workshop. The comprehensive benefits package includes: Medical, dental, vision and life insurance Flexible spending account options for dependent care and un-reimbursable health care expenses Deferred compensation program
Diversity, Respect & Inclusion	HR0130	2.5 hours	6 months from date of hire	Every 5 years	All County employees	San Joaquin County is committed to fostering an environment of inclusion, equality, and understanding that values diversity and respects the individual differences that enrich the workplace. This training provides all San Joaquin County employees the tools necessary to gain a deeper understanding and awareness of diversity.
Discrimination & Harassment Awareness & Prevention, General	HR0151 & HR0688	3 hours	6 months from date of hire	Every 2 years	All non-Supervisor County employees	Attendees will learn how to recognize and prevent discrimination and harassment in the workplace. The training will also review Federal and State laws as well as County policies regarding discrimination and harassment. San Joaquin County's Sexual Harassment Policies and Procedures and Civil Service Rule 20 will also be reviewed and discussed during the training.
Sexual Harassment Prevention, Mng/Sup	HR0066 & HR0677	3 hours	6 months from date of hire	Every 2 years	All Managers & Supervisors	This course is designed to help supervisors and managers understand their legal responsibilities in preventing and addressing discrimination and workplace harassment complaints. This course provides helpful tools and practical examples on how managers and supervisors should handle sexual harassment in the workplace. The two forms of sexual harassment are identified in this course as well as guidelines on how to prevent and correct sexual harassment situations in the workplace.
Workplace Violence Prevention & Recognition, General	HR0117	2.5 hours	6 months from date of hire	Every 5 years	All non-Supervisor County employees	All San Joaquin County employees are required to attend this class. Participants will learn effective methods and techniques to diffuse potentially hostile situations, how to recognize inappropriate and potentially violent behavior, and the steps to take to ensure the physical safety of staff and clients in potentially hostile situations.
Workplace Violence Prevention & Recognition, Mng/Sup	HR0119	3.5 hours	6 months from date of hire	Every 3 years	All Managers & Supervisors	Designed for managers and supervisors, this class reviews the effective methods and techniques to diffuse potentially hostile situations. Attendees will also learn the steps to take to ensure the physical safety of staff and clients in potentially hostile situations. Proper reporting and documentation will also be reviewed.

Emergency Preparedness	HR0141	2 hours	6 months from date of hire	Once	All County employees	Whether serving as a disaster worker for the County or dealing with an emergency, all employees should know how to safely react and respond. This class identifies conditions and hazards that may occur in San Joaquin County and the public services workplace. This class is San Joaquin County Board mandated (please refer to section 1910 CAO manual), and also meets State and County requirements.
Cyber Security	HR0721	Online	Date of hire	Every year	All County employees	Processes that maintain the confidentiality, integrity and availability of business data in various forms.
AB1234 Local Ethics	HR0235	Online	6 months from date of hire	Every 2 years	Executive & Senior Management	California law requires cities, counties and special districts to provide ethics training to their local officials. This course is designed to help employees identify the ethical considerations of their decisions.
COVID19	HR0729	Online	Date of hire	Once	All County employees	This course discusses what COVID-19 is, how it is transmitted and signs and symptoms to watch for. It will explain the sources of exposure, hazards associated with exposure, and appropriate workplace protocols in place to prevent or reduce likelihood of exposure. It will also cover Personal Protective Equipment (PPE); what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.

Mandatory Refresher Courses

Workplace Violence Recognition & Prevention Refresher, General	HR0687	1.75 hours	Before Compliance Expiration	Every 5 years	All non-Supervisor County employees	This is the mandatory refresher course for HR0117.
Workplace Violence Recognition & Prevention Refresher, Mng/Sup	HR0685	2.5 hours	Before Compliance Expiration	Every 3 years	All Managers & Supervisors	This is the mandatory refresher course for HR0119.
Diversity, Respect and Inclusion Refresher	HR0686	1.75 hours	Before Compliance Expiration	Every 5 years	All County employees	This is the mandatory refresher course for HR0130.

Safety Courses

Experienced Driver 4	HR0176	3.5 hours	6 months from date of hire	Once	All County employees who operate a vehicle for work purposes	This course is mandatory for all employees who operate a County vehicle or use their own vehicle for work purposes. Through examples and skills exercises, participants will have an opportunity to review and sharpen their defensive driving skills.
Accident Investigation	HR0676	2.5 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	Introduction to accident investigation provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of the course is to help participants gain the basic skills necessary to conduct an effective accident investigation.

Human Resources Leadership Academy (HRLA) Series

HRLA: Civil Service Rules	HR0100	3 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course is designed to provide an overview of the County's Civil Service Rules, and to create a greater understanding of the civil service merit process that includes recruitment, testing, and certification.
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HRLA: Introduction to the Role of the Leader	HR0030	3 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course helps participants understand the challenges and responsibilities of a leader and learn the Five Practices of Exemplary Leadership.
HRLA: Risk Management: What Every Manager Should Know	HR0052	4 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course provides managers and supervisors with a basic understanding of their roles and responsibilities in the areas of employee safety and risk management.
HRLA: EEO: Discrimination and Harassment Laws and Prevention	HR0070	3 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course is designed to help supervisors and managers understand their legal responsibilities in preventing and addressing discrimination and workplace harassment complaints.
HRLA: Communication & Conflict Management	HR0008	4 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course offers supervisors and managers the opportunity to improve on their communication skills. Participants will review the communication process and receive tips on active listening skills. Participants will also learn how to use "the conflict protocol" and the four steps of assertive communication to manage workplace conflicts.
HRLA: Hiring & Interview Skills	HR0027	3 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course discusses the do's and don'ts of a hiring interview. Participants will learn the County's hiring process and get helpful tips on developing interview questions and rating job applicants.
HRLA: Intro to Progressive Discipline	HR0029	3 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course reviews the definition, methods, and processes of progressive discipline. Individuals will learn how to apply discipline in a fair, equitable, and consistent manner.
HRLA: Leave Administration	HR0101	3.5 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course provides participants with a general overview of the County's leave policies and the various state and federal laws that provide "protected leave" to County employees. Topics such as Military Leave, Family and Medical Leave Act (FMLA), Pregnancy Disability Leave, Paid Family Leave, Leave of Absence and eligibility requirements for these benefits will be discussed throughout the training.
HRLA: SJC Performance Evaluation Guidelines	HR0057	3 hours	1 year from date of appointment to supervisor	Once	All Managers & Supervisors	This course provides participants with general guidelines on conducting effective performance appraisals. Participants will also review the County's Civil Service Rules that address performance evaluations.