

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: March 28, 2011

PERSONNEL LETTER #11-012
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel and Payroll Services Division (PPSD)

RE: STATEWIDE TRAINING SPRING 2011 UPDATE

This memo provides the latest information regarding the State Controller's Office, Personnel/Payroll Services Division's Statewide Training classes for April. Please refer to the State Controller's website for additional information regarding the [Statewide Training Program](#).

The Statewide Training Unit is preparing for the rollout of MyCalPAYS, with Pilots 1&2 converting in October 2011. Despite being limited by scheduling conflicts for our training staff and facilities, we are announcing a very limited number of classes for April 2011. As our path becomes clearer, at a later date we may also announce classes for May 2011.

To attempt to meet departments' needs for training during this transitional phase, Statewide Training is exploring uses of technology to assist in providing needed training. We are currently planning to make a recording of our April classes in order to broadcast them as web-based training.

TRAINING ENROLLMENT

In December 2010, a Needs Assessment form was sent to all agencies via electronic mail. Thirty-four departments reported their needs to the SCO Training Administrator at ppsdtraining@sco.ca.gov.

On Monday, March 28, 2011, the abbreviated Spring 2011 Training Schedule will be published via electronic mail. The enrollment process will begin the week of March 28, 2011, with the Training Administrator contacting each agency's Training Coordinator in the order that the Needs Assessment forms were received. Please verify that trainee e-mail addresses provided during the enrollment process are up-to-date, to ensure the accurate distribution of confirmation letters.

We will place Personnel Specialists who meet the enrollment requirements into the programs and dates requested as long as space is available.

CLASSES NOT SCHEDULED FOR SPRING SEMESTER

The SCO statewide training unit will not be able to provide training this Spring semester for Fundamentals of Personnel and Employment History Overview. We apologize for any inconvenience this may cause your staff.

CONFIRMATION OF ENROLLMENT

Each scheduled Personnel Specialist and the agency Training Coordinator will receive an electronic mail confirmation letter approximately five (5) working days prior to the class date. This letter will contain important enrollment information including class dates, duration of the class, times and location.

CANCELLATION/NO SHOW

Cancellations received more than five (5) working days in advance of the first day of class will be accepted without charge. For each late cancellation or no show, departments will be charged \$100.00.

To cancel an enrolled Personnel Specialist, contact the Training Administrator at (916) 322-0683, via e-mail at ppsdtraining@sco.ca.gov or the California Relay Service at (800) 735-2929 (TTY).

ENROLLMENT SUBSTITUTIONS/CONSULTATIONS/SPECIAL REQUESTS

Substitutions will be accepted provided the substituting Personnel Specialist meets the prerequisites set for the program. For more information on the enrollment process, please refer to the [Statewide Training web pages](#).

PLEASE NOTE: Only a Personnel Specialist is allowed to substitute for the Personnel Specialist who is unable to attend the program. Classifications other than Personnel Specialists (e.g., SSA, AGPA, APA) are **ONLY ALLOWED TO SUBSTITUTE AFTER PRIOR APPROVAL IS OBTAINED FROM THE COURSE INSTRUCTOR.**

To request consultations, special request training programs, or enrollment substitutions, contact the appropriate instructor for the course as listed on the [Statewide Training web pages](#).

STATEWIDE TRAINING TRAVEL

Departments will be charged \$25.00 per trainee for all Statewide Training classes held outside of Sacramento.

COURSE PREREQUISITES

Prerequisites ensure that each Personnel Specialist succeeds in comprehending the subject matter offered in the class. Personnel Specialists who lack the required experience may have difficulty with the material and detract from the class. Therefore, if a Personnel Specialist is unable to maintain the pace of the session, the instructor may request that he/she return to his/her department.

To check course descriptions and prerequisites please go to the [Statewide Training web pages](#).

Please note that our training program information is listed alphabetically by program name followed by the level (e.g., Advanced Salary Determinations class is listed as "Salary Determinations, Advanced"). For each program, the course description is listed followed by the course prerequisites.

Should you have questions regarding this letter, please contact the Training Administrator at (916) 322-0683 or via e-mail at ppsdtraining@sco.ca.gov.