

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

DATE: December 28, 2011

PERSONNEL LETTER #11-033  
(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 2012 SEMESTER ENROLLMENT**

This memo provides the latest information regarding the State Controller's Office, Personnel/Payroll Services Division's Statewide Training classes for April to June 2012. Please refer to the State Controller's website for additional information regarding the [Statewide Training Program](#).

### **TRAINING ENROLLMENT**

Our priority on enrollment will be new Personnel Specialists who meet class prerequisites, followed by those Personnel Specialists who have not had training for a given class within the past "one" year. We are aware that circumstances may exist that necessitate enrollment for Personnel Specialists who do not meet these requirements and we will work with you to accommodate your needs.

On Monday, January 9, 2012, a Needs Assessment form will be sent to all agencies via e-mail. To create an equitable process for all agencies, we request that the agency Training Coordinator complete the form and return it no earlier than 8:00 AM on Wednesday, January 25, 2012, and no later than the close of business on Wednesday, February 1, 2012. Please return the form to the Training Administrator at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov) or via FAX at (916) 324-7293. Please note that no phone calls will be accepted in lieu of this procedure.

By Tuesday, February 21, 2012, the Spring 2012 Training Schedule will be published via e-mail. The enrollment process will begin on Monday, February 27, 2012 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 make every effort to place Personnel Specialists who meet the enrollment requirements into the programs and dates requested. However, if placement is not possible at that time, the Training Administrator will offer other alternatives, dates, or suggest a direct contact with the appropriate instructor to discuss on-site consultations or a special request training program.

### **CLASSES NOT SCHEDULED FOR THE SPRING SEMESTER**

The SCO statewide training unit will not be able to provide training this Spring semester for Fundamentals of Payroll, Fundamentals of Personnel, Payroll Input Process (PIP), 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 30 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](mailto: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's, AGPA's, APA's) are only allowed to substitute **after prior approval** from the course instructor.

To request consultations, a special request training program, 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](mailto:ppsdtraining@sco.ca.gov).

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