

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

DATE: May 7, 2013

PERSONNEL LETTER #13-008
(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 FALL 2013 SEMESTER ENROLLMENT

This memo provides the latest information regarding the State Controller's Office, Personnel/Payroll Services Division's Statewide Training classes for July through December 2013. To enhance our customer service, we plan to evaluate training needs on a statewide basis. In addition, we anticipate resuming offering courses such as Fundamentals of Personnel and Fundamentals of Payroll. Your participation in our Needs Assessment will help us determine which statewide training needs are most critical, so we can plan accordingly. 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. We are aware that circumstances may exist that necessitate enrollment for Personnel Specialists who do not meet these requirements or for employees in other classifications. For assistance in these situations, contact our instructors who will work with you to accommodate your needs.

On Friday, May 10, 2013, 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, May 22, 2013, and no later than the close of business on Wednesday, May 29, 2013. Please return the form to the Training Administrator at 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.

Based on the results of the Needs Assessment, in July 2013 the Statewide Training schedule will be announced via e-mail. Our Training Administrator will then contact each agency's Training Coordinator in the order that the Needs Assessment forms were received. Please verify that trainee email 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.

CONFIRMATION OF ENROLLMENT

Each scheduled Personnel Specialist and the agency Training Coordinator will receive an email 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 email at ppsctraining@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, 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 our Training Administrator at (916) 322-0683 or via email at ppsctraining@sco.ca.gov.

LC:TR:CSS