Personnel Committee Meeting

Districtwide Training and Development Program
Employee Reviews 2025-2026

November 9, 2026

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Districtwide Training and Development Program



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The Need

- Training requirements are expanding, particularly for employees and volunteers serving youth.
- A coordinated program improves accountability for training time and spending.
- Employees need visible, equitable opportunities to build skills and advance.
- A request and approval process.
- A policy that provides the basis for approval or denial.



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Program Goals

- Create a consistent foundation for every employee.
- Ensure required training is completed and documented on time.
- Clarify role-specific safety and technical expectations.
- Build leadership capability at each organizational level.
- Provide a fair, transparent process for conferences and development investments.
- Have a digital training record.



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Three-Part Curriculum

- **Onboarding:** common orientation plus department-specific preparation.
- **Compliance and Safety:** legally required, policy-based, and role-specific training.
- **Leadership and Development:** supervision, management, technical growth, and conferences.



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Component 1: Onboarding

- Complete mandatory paperwork and baseline training on the hire date.
- Provide distinct HR overviews for casual and benefited employees.
- Cover timekeeping, the employee handbook, IT orientation, safety plan, and administrative practices.
- **Add department onboarding and licensing steps before employees begin independent work.**
- Establish a clear readiness gate for employees who have not completed required items.



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Component 2: Compliance and Safety



- Core curriculum: workplace violence prevention, mandated reporting, harassment prevention, CPR/first aid, and emergency preparedness.
- Incident response and reports, and workers compensation process.
- Standardize completion records, renewal dates, and escalation for overdue training.

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Component 3: Leadership and Development

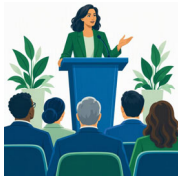
- Structure development by level: casual employee, individual contributor, supervisor, and manager.
- Supervisor curriculum: Core supervisory practices, behavioral styles, productive conflict, budgeting and finance, Cal/OSHA basics, change management, customer service, and recruiting.
- Offer technical academies and stretch learning by job family.
- Track recurring knowledge-transfer forums such as coordinator meetings, tailgates, and in-service sessions.



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Conferences and External Learning

- Use an approval process for conferences and training that are not conditions of the role.
- Evaluate requests against role relevance, development goals, succession needs, cost, and operational coverage.
- Prioritize recognized professional sources, including parks and recreation, public information, special districts, safety, interpretation, trails, natural resources, and HR associations.
- Require a knowledge-sharing deliverable after attendance.



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Delivery and Tracking Model



- Use a blend of learning-management modules, instructor-led sessions, on-the-job qualification, and recurring practice.
- Maintain a published annual calendar with a dependable in-person cadence.
- Track completion, due dates, credentials, attendance, cost, approvals, and knowledge-transfer commitments.
- Provide leaders with routine dashboards and exception reports.

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Performance Review Stats

- Fourth year of employee reviews – in September/October
- Third year online
- Benefitted employees - 96 assigned
- Review period - 9/1/2025-8/31/2026



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Performance Review Questions

- What were your responsibilities and accomplishments during the review period 9/1/2025-8/31/2026?
- Provide an example of how you have worked across disciplines or departments in the last year?
- Are there any team processes or practices that you believe could be improved for better efficiency or effectiveness? If so, what?
- In what way do you feel aligned with the values of the District?
- What works well in your role?
- What could have been better and how can we support you going forward?
- Any career aspirations or training requests?
- Comments?



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Performance Review Takeaways

- Training requests were notable
- Job classification review process
- Calendar of District processes – performance reviews, budget cycle etc.
- Expectation of weekly staff meetings
- Team building exercise across the District



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