

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

January 28, 2013

This public document was published at a total cost of \$208.95. 850 copies of this public document were published in this 1st printing at a cost of \$32.32. The total cost of all printings of this document including reprints is \$208.95. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to R.S. 43:31.

General Circular No. 001524

To: Heads of State Agencies and Human Resource Directors

Subject: Mandatory Training - Information and Clarification

Issue Date: January 28, 2013

Please make this information known to the individual in your agency who has been designated as the training contact for mandatory training and CPTP.

As we approach the end of the first year of the supervisory mandatory training requirement, we want to take this opportunity to remind you that a mandatory supervisory training requirement does exist, and also to clarify some issues.

WHERE TO LOCATE THE SUPERVISORY GROUPS

It is important that you, or whoever has been identified as the training contact for your agency, be aware of which job titles in your agency are in each group.

Three groups of supervisors have been identified, and are listed, with the mandatory training policy, on our website at: www.dscs.state.la.us. To locate the policy and the groups, find the "Training" topic at the bottom of the blue menu frame on the left side of our homepage, and then click on "Mandatory Training".

The job titles for each supervisory group exclude positions that have an organizational control rating of "4" or lower, even if those positions are supervisory positions. Also excluded were job titles which have an organizational control rating of "5" or higher, but

whose job specifications do not include the direct supervision of subordinates. Although not required by the job specification, some of these positions may indeed include supervision of subordinates.

There are some job titles that are included on the list that are “mixed” positions; that is, the job has an organizational control rating of “5” or higher, but the job specification states that the job can either be a supervisor of subordinate staff OR the job can be used as a specialist or a programmatic supervisor with no subordinate staff.

Depending on how your agency uses various jobs, you may wish to add or remove certain jobs from the mandatory training requirement for your agency. It is the intention of the mandatory training requirement to ensure the training of those individuals who supervise subordinate staff. Therefore, it is possible to add jobs to mandatory training for your agency if you deem it appropriate, and it is also possible to exclude jobs from your agency’s mandatory training if you do not use those jobs as supervisory positions.

TO ADD SUPERVISORS WHO DO NOT APPEAR ON OUR LIST

If your agency has supervisors whose job titles do not appear on one of the lists, but you wish to ensure that your supervisors are included in the mandatory training, then your Training Coordinator may send a request to the Comprehensive Public Training Program, with a list of the job titles of those supervisory positions that you wish to have included. These “exceptions” to the policy are presented to the CPTP Policy Board, and are generally approved. Once approved, the Comprehensive Public Training Program will accept registrations from those employees for the mandatory training classes.

TO REMOVE JOB TITLES WHICH ARE NOT USED AS SUPERVISORY POSITIONS IN YOUR AGENCY

There are some job titles on the list that are “mixed” positions – that is, the job specification states that the position may exercise direct supervision of subordinates. Some positions allocated to that job title do indeed exercise supervision over other employees, while other positions do not.

If you wish to have one or more of these job titles removed from your agency’s mandatory training requirement, then please follow the same procedure as above. That is, have your Training Coordinator send a letter to the Comprehensive Public Training Program asking for exclusions, with a list of those job titles that should be excluded and the reason for the exclusion. These “exceptions” are also presented to the CPTP Policy Board, and are generally approved. Once approved, your agency no longer has any requirement to meet the mandatory training requirement for those employees.

IDENTIFICATION OF A TRAINING COORDINATOR

The Mandatory Training Policy was issued by General Circular 1473 dated February 14, 2002. The Policy requires each appointing authority to designate a Training Coordinator

who would be responsible for assisting agency employees in registering for the appropriate mandatory training courses, and to make written notification to us by September 1, 2002, as to the name of that person.

Many agencies have still not provided us with the name of a Training Coordinator. If you have not yet done so, please provide the name, mailing address, phone number and e-mail address of the individual in your agency who your appointing authority wishes to designate as the Training Coordinator.

Please provide the information above to or direct questions to Fran Williams, Program Assistance Division Chief, Department of State Civil Service, P.O. Box 94111, Baton Rouge, LA 70809, or e-mail fwilliams@dscs.state.la.us.

You can reach the Program Assistance Division at (225) 342-8274

Sincerely,

Allen H. Reynolds
Director