

Subject: TRAINING AND DEVELOPMENT ASSIGNMENT (T&D)

REFERENCES	SECTIONS
<p>Law & Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=ec740fb92d7f258ccc38ebd5c0c9 http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=CollapseTree&AP=IA0DFC0402FD611E08D0F9C215E074EDC&ItemKey=IA0DFC0402FD611E08D0F9C215E074EDC&R.P=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL13.04&VR=2.0&SPa=CCR-1000&pbcc=DA010192&fragment#IA0DFC0402FD611E08D0F9C215E074EDC</p>	<p>GC: 19050.8, 19404 Rule: 426, 438-441, 444</p>
<p>Personnel Management Policy and Procedures Manual (PMPPM)</p>	<p>340</p>
<p>Responsible Control Agency and Program http://www.spb.ca.gov/</p>	<p>State Personnel Board</p>
<p>Other:</p>	

Training and Development Assignment (T&D)

Definition T&D assignments are temporary assignments of up to two years for the purpose of training. Subject to State Personnel Board (SPB) regulation, a T&D may involve performing duties of a classification other than the employee's appointed classification. A T&D may be made within a department or between departments and they are always voluntary.

The SPB encourages the use of T&D assignments to:

1. provide employees broader experiences and skills that will improve their ability to perform in their current assignments;
 2. help prepare employees for future promotion; or
 3. facilitate an employee's entry into new occupational fields.
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Policy The DGS encourages the use of T&D assignments to (1) provide employees broader experiences and skills that will improve their ability to perform in their current assignments; (2) help prepare employees for future promotion; or (3) to facilitate their entry into new occupational fields. The second and third uses are key elements of the DGS' upward mobility program for employees in lower paying jobs.

Although T&D assignments are used to prepare employees for advancement, they cannot legally replace the competitive promotional process. Therefore, the SPB requires that most T&D assignments be made laterally, with the T&D assignment to substantially higher paying classifications being limited to those cases where a desired occupational change simply cannot be accomplished without such an assignment.

Since T&D assignments usually confer career advancement advantages, employees **shall** be selected for them on as equitable a basis as possible.

Standards and guidelines

The following major standards and guidelines are embodied in the laws and regulations governing T&D assignments.

1. Employees **must** have permanent status in his/her present classification or have probationary status in his/her present classification and previously have had permanent status with no break in service due to a permanent separation since that permanent status.
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Training and Development Assignment (T&D), Continued

**Standards
and
guidelines
(continued)**

2. Employees may always accept a T&D assignment to a classification with substantially the same salary and to which the employee could voluntarily transfer.
3. T&D assignments may be made to a classification with a promotional salary range provided that:
 - a. The higher salaried classification is the classification in the desired occupational area nearest in salary to the employee's current classification that will provide an appropriate training experience; and
 - b. When the T&D classification is more than three steps higher than the employee's current classification, the intent of the T&D assignment is to prepare the employee for a permanent move to the T&D classification or to a closely related classification, and the employee will meet minimum qualifications for the higher salaried classification by the conclusion of the T&D assignment; and
 - c. The T&D classification is **not** in the same classification series as the employee's present classification.
4. T&D assignments may be made to a classification with a demotional salary range provided that:
 - a. It is the classification in the desired occupational area nearest in salary to the employee's current classification that will provide the appropriate training experience; and
 - b. Any assignments to classifications that are more than three steps lower than the employee's status classification are approved in advance by the DGS Personnel Manager; and
 - c. The purpose of the T&D assignment is to prepare for future service in a classification that has a salary range that is substantially the same or promotional in comparison to the salary range of the employee's current classification; and

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Training and Development Assignment (T&D), Continued

**Standards
and
guidelines**
(continued)

- d. The assignment will provide experience that differs from the duties that the employee has previously performed.
- 5. The C&P Analyst approving the T&D assignment must certify that the assignment will not lead to a need for a layoff.
- 6. Regulation 440 allows employees to be promoted during a T&D assignment provided that:
 - a. There is a vacant position to which the employee could be promoted if the employee were not on the T&D assignment; and
 - b. The hiring supervisor certifies that the employee would have been its first preference for appointment to the vacancy if s/he had not been on the T&D assignment; and
 - c. No more than one person on a T&D assignment is promoted for each available vacancy; and
 - d. The promotion will not result in a layoff at the termination of the T&D assignment.

The promotion and T&D assignment may be simultaneous, provided that conditions of (a) through (d) are met
- 7. T&D assignments and/or transfers to affirmative action target classifications **must** involve a process that meets the publication and screening standards contained in Regulation 444
- 8. Regulation 426 allows the DGS (or either appointing power in the case of a T&D between departments) or the employee to terminate the T&D assignment **at any time for any reason.**

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Training and Development Assignment (T&D), Continued

Procedures All T&D assignments are submitted with an RPA, whether or not the employee remains in their current position or is filling a vacant position. If filling a vacant position, that position is reclassified to the employee's current classification (607 required).

Note: Whenever a T&D assignment is terminated, the form DGS OHR 1089 **must** reflect the modification(s) and a new RPA submitted to return the employee to his/her former position.

The steps listed below shall be followed when placing an employee on a T&D assignment following the concurrence of all office supervisory/managerial participants and eligibility verification by the C&P Analyst of the employee selected.

Step	Action
1	Complete the RPA in accordance with the RPA Workflow Manual
2	Complete the Training and Development Assignment form DGS OHR 1089, with appropriate signatures, and submit the "hard" copy to your C&P Analyst for processing with the RPA
3	All signatories of the T&D shall receive a copy, except the Personnel Officer, and the original shall be filed in the employee's OPF after the Personnel Specialist (PS) has processed the RPA
4	The C&P Analyst shall file a copy in the T&D subject file

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Training and Development Assignment (T&D), Continued

**Completing
the DGS
OHR 1089**

Complete the following items on the DGS OHR 1089 as follows:

- Item 1 - **RPA No.**
The requesting office enters the RPA number assigned by the RPA Workflow.
- Item 2. - **Date Issued**
The requesting office enters the date the T&D Assignment is established.
- Item 3. - **Date Revised**
The date the requesting office seeks early termination or modification to an existing T&D Assignment is entered.
- Item 4. - **Time Base of T&D**
The time base (FT, PT, Intermittent) is entered.
- Item 5. - **Length of Assignment**
This is entered in months and is determined by the amount of time expected to achieve success in the T&D; i.e., one year will appear as 12 months. (Note: Maximum length of T&D is 24 months.)
- Item 6. - **Effective Date**
The proposed date the T&D starts. A T&D shall not Commence until final approval of the T&D assignment form by the Personnel Officer is received.
- Item 7. - **T&D Completion Date**
The date when the T&D Assignment is expected to be completed.
- Item 8. - **Current Department, Division, Office/Branch and/or Unit**
Enter all of the above, if applicable.
- Item 9. - **Participating Employee**
Enter employee's name.
- Item 10. - **T&D Department, Division, Office/Branch and/or Unit**
Enter all of the above, if applicable.
- Item 11. - **Current Classification**
Enter the employee's current classification.

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Training and Development Assignment (T&D), Continued

**Completing
the DGS
OHR 1089
(continued)**

Item 12. - **Training and Development Plan Approved By**
The first three signature blocks must be completed by the employee and the requesting office. All participants must sign or the T&D is null and void.

Item 13. - **T&D Classification and Alternate Range**
Enter the classification for the T&D assignment and the Appropriate range (A, B, C), if applicable.

Note: If the T&D is to the classification of MST, the plan must specify the in-service and on-the-job training the participating employee will receive, and the college courses that will be taken. Because the education will be required for movement from Range B of MST to a professional level class, such as SSA, it will be important that the plan be carefully thought out at the time of appointment. The courses will be in English, public or business administration, accounting, statistics, or a subject area closely related to the employee's work, as determined by the DGS. The plan will also specify whether the position is a downgraded professional position which can be upgraded, or a permanently allocated position.

Item 14. - **First Evaluation Date**
The length of time to complete the T&D is to be split into equal time periods so that progress reports and evaluations of the assignment can be made by the supervisor and T&D participating employee. Individual Development Plan, form Std. 637T, will meet this need. This process will allow any problems with the T&D to be caught early in the training assignment and provide communication between participant and trainer regarding possible areas of training excellence or deficiency.

Item 15. - **Second Evaluation Date**
Refer to Item 14 above. If the T&D is going well, the Manager of the Testing Unit should be contacted to begin scheduling of any necessary testing to ensure advancement of the participant at the conclusion of the T&D assignment, if appropriate.

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Training and Development Assignment (T&D), Continued

**Completing
the DGS
OHR 1089
(continued)**

- Item 16. - **A through F**
These questions must be answered to ensure compliance with T&D requirements. The C&P Analyst completes this block of questions as appropriate.
- Item 17. - **Training Assignment Intent**
In this item clarify the expected outcomes or benefits to the employee and how it will help reconcile with their career development plan. Describe with enough detail what you expect will be accomplished within the time span of the T&D assignment relative to the three parameters identified in the above **Definition**. If the purpose of the T&D is for Affirmative Action or Upward Mobility, it should be indicated.
- Item 18. - **Training To Be Accomplished/Objective**
A training assignment plan must be prepared for each assignment. The same training assignment plan may be used for more than one employee when all the assignment conditions apply to each person. A duty statement shall not take the place of a good training plan. The plan should include a complete description for categories “a” through “c” listed below.
- a. Skills/Knowledge To Be Acquired:
List the specific learning goals which are expected that the employee will acquire during the T&D assignment. What is the employee expected to learn? What skills, knowledge, and abilities are expected to change as a result of this assignment?
 - b. Method of Acquiring:
Describe what methods will be used to measure the employee’s performance during the training assignment? How will the employee achieve the expected level of competency and proficiency given the goals listed in section “a”? What measures will be employed in order to determine that the expectations of the employee’s learning are being achieved?

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Training and Development Assignment (T&D), Continued

**Completing
the DGS
OHR 1089
(continued)**

c. Time Frame:

Please list a realistic time frame of expected achievement for each goal identified in "a". The expected increase in skill areas, knowledge expansion abilities can be evaluated at specific time intervals during the T&D period.

Item 19. -

Modification or Termination of Training and Development Assignment

To be completed by the office originally requesting the T&D. Should the department, office and/or participating employee determine that a modification or early termination of the T&D assignment is required, a revised T&D assignment form is to be submitted. This is done by reissuing a copy of the original T&D assignment form OHR 1089 and adding the revised date in Item 3. The training supervisor must complete Item 19 A. The supervisor and employee sign Item 19B. The form is sent to their C&P Analyst via the RPA process. The C&P Analyst reviews the reason(s) for modification or early termination. If problems are indicated with the T&D, these are to be investigated and, if appropriate, the EEO Office shall be informed. Once the form is signed by the C&P Analyst, the amended OHR 1089 is distributed to each signatory on the T&D form, except the Personnel Officer, the T&D subject file and the employee's OPF.

**Training
plans for**

The SPB requires that incumbents in the following classifications have a training plan on file in the OHR:

- Management Services Assistant
- Management Services Technician
- Maintenance and Service Occupational Trainee
- Mechanical and Technical Occupational Trainee

The training plan for each employee must cover on-the-job and classroom training. These plans should be developed by the office and the employee prior to the appointment date. The employee must be advised whether the position is permanently allocated to the trainee, sub-professional or technical level or if it may subsequently be upgraded to a higher level. The Training Plans must be submitted to the C&P Analyst with the RPA.

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Training and Development Assignment (T&D), Continued

Duty statements

An essential functions duty statement describes the current duties and responsibilities that are assigned to a position and should be consistent with the specification for the classification.

The purpose of an essential functions duty statement is to define those activities expected of an employee when appointed to a position. It also provides a common ground of understanding between supervisors and employees, assists supervisors in evaluating employees' performances, assists in identifying training needs, justifies the level of positions, helps avoid out-of-class situations, and assists in recruiting qualified employees. A current essential functions duty statement must always be included with an RPA.

To prepare an essential functions duty statement, complete form GS 907T (Rev 4/02). Refer to the Essential Functions Duty Statement Preparation and Construction Manual at <http://www.documents.dgs.ca.gov/ohr/GuidesManuals/EFManual10-05Revise.doc>

Transition plan

The options listed below describe various considerations to be aware of in order to make decisions regarding how the employee may transition upon the expiration of the T&D.

- 1) Return to Work in Original Classification
Government Code (GC) Section 19050.8 gives all employees the absolute right to return to his/her former position upon the conclusion of his/her T&D assignment. Former position is defined as the position the employee held or one to which the person could have transferred.
 - 2) Transfer, Change in Classification (TCIC)
Prior to choosing this option, the supervisor **shall** consult with the C&P Analyst to ensure that the transfer standards will allow movement between the two classifications involved at the time of transfer. Rules may have changed from the initial time of the T&D. The Board's concern with regard to transfers is to ensure that transfers do not circumvent the normal competitive examination process required for promotion.
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Training and Development Assignment (T&D), Continued

**Transition
plan**
(continued)

T&D standards require that employees have permanent status before accepting a T&D assignment. While on a T&D assignment the employee retains the civil service status of the classification s/he was in prior to accepting the T&D. Any transfers will be determined based on his/her last or highest list appointment classification which may or may not be the classification s/he was serving in prior to the T&D assignment.

If this option is chosen, the T&D request form must indicate whether it is expected that the transfer occur with or without an examination.

- 3) Appoint From List as Result of Competitive Examination
It may be the intent of a T&D assignment to prepare the employee for a permanent move to the T&D classification or to a closely related classification and the employee will meet minimum qualifications of that classification by the conclusion of the T&D assignment. When there is no current list available for the proposed movement, the supervisor **shall** consult with the Selection Manager to request that testing occur in a timely manner to ensure a smooth transition at the conclusion of the T&D assignment.

Attachment [T&D Process Chart](#)
