

DGS UNIVERSITY
 Professional and Technical Academy
 Human Resources Track
 2013

PROFESSIONAL
 AND TECHNICAL
 ACADEMY

HUMAN
 RESOURCES
 TRACK

BENEFITS

Benefits Administration Training
 Employee Assistance Program - Annual Forum
 Employee Assistance Program - Training-for-Trainers
 Life of a Workers' Compensation Claim
 Return to Work Enhanced Overview
 Return to Work Forums
 Return to Work Training Class (#3835)

CLASSIFICATION
 AND
 COMPENSATION

Developing Exceptional Allocation Packages
 Screening Job Applications: Getting the Right Person for the Right Job

EQUAL
 EMPLOYMENT
 OPPORTUNITY

Equal Employment Opportunity (EEO) Analyst and Investigator Certification
 Equal Employment Opportunity (EEO) Certification
 EEO Overview
 EEO Counselor
 EEO Investigator (2-day)
 EEO Investigator (4-day)
 Introduction to FEHA and the ADA
 Practical Solutions to Reasonable Accommodation
 Reasonable Accommodations Coordinators
 Sexual Harassment Prevention

HR
 PROFESSIONALS

Medical Actions
 What you should know as a Skelly Officer
 Writing Personnel Actions
 Behavioral Interviewing

TRAINING

Achieving a Results-Oriented Training Program
 California State workforce training requirements, laws, and guidelines
 Designing Effective Classroom Training
 Developing Instructional Objectives
 Five Levels of Training Evaluation
 Instructional Systems Design: An Overview
 Results-Oriented Training Programs
 Trends and Technologies in Learning and Workforce Development

RECRUITMENT
 AND SELECTION

Selection Analyst Certification
 Chairing Interview Examinations
 Developing Structured Interviews
 Developing, Using, & Evaluating Written Examinations
 Examination Planning and Scoring Models
 Exempt and CEA Return Rights
 Job Analysis
 Methods of Assessing Training & Experience
 Pass Point Setting
 Permissive Reinstatement and Transfers
 Personnel Selection & Test Validation
 Screen Job Applications
 Statistics Made Easy for Personnel Selection
 Work Sample and Performance Tests

WORKERS COMP
 & REASONABLE
 ACCOMMODATION

Getting Employees Back to Work After Injury
 Life of a Workers' Compensation Claim
 Reasonable Accommodations Coordinator
 Return to Work Enhanced Overview
 Return to Work Forums
 Return to Work

WORKFORCE
 PLANNING

California's Seven Step Workforce Planning Model
 Next Steps in Workforce Planning
 Workforce and Succession Planning

