

DGS UNIVERSITY  
 Professional and Technical Academies  
 Human Resources  
 May 2014

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PROFESSIONAL  
 AND TECHNICAL  
 ACADEMIES

HUMAN  
 RESOURCES

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

