

## **PROCEDURE 603-1**

### **TRAINING ADMINISTRATION**

**Effective 05-01-2021, Resolution No. 014-21**

The County provides both formal and informal training to employees to assist them in the performance of their jobs, and to serve and benefit the public, the County and employees.

#### **Training Responsibilities**

*The Department of Human Resources* is responsible for implementing countywide learning and development programs such as supervisory training, Human Resources Policies and Procedures training, leadership development, and employee development. The Department of Human Resources is responsible for developing and providing special training programs explaining County anti-discrimination and harassment policies and other employment-related training as deemed necessary to achieve organizational goals or as required by law.

*The Department of Financial Management & Administration* is responsible for training employees with regard to the County's benefits philosophy and programs, workplace safety standards, and other benefits or safety training as deemed necessary to achieve organizational goals or as required by law.

*Departments/agencies/offices* are responsible for technical and job-skills training specific to their operations. Departments/agencies/offices may use outside training programs, within the constraints of their respective budgets, to best meet the needs of the County and employees. Departments/agencies/offices may also offer training to County employees in their areas of expertise when the training assists the organization in meeting its goals.

#### **Training Materials/Records**

Each department/agency/office is responsible for maintaining the materials (e.g. manuals, syllabi, PowerPoints) and other records (e.g., attendance logs) related to the employee training that it oversees or provides.