



PERSONNEL RULES AND REGULATIONS

RULE 9: <i>Training and Career Development Programs</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 1: <i>Training Program and Career Development Program</i>	Pages: <i>1 of 1</i>

Section 1: Training Program

The Human Resources Director shall devise plans for and cooperate with Department Heads in the development and delivery of training programs which continually improve employees' skills to deliver quality service on behalf of the County.

Programs to be developed include employee soft skills such as communication, conflict resolution, customer service, teamwork, as well as general and specialized job training, safety, and work motivation. Training will be provided to employees in a fair and equitable manner within the constraints of departmental operations with the discretion of the Department Head.

The Human Resources Director shall assist Department Heads in determining their training needs and assist them in conducting periodic evaluations to determine the effectiveness of such programs.

The Human Resources Director shall initiate and encourage needed interagency training programs and shall assist County agencies, professional and employee organizations, and State and County educational institutions in carrying out interagency training.

Section 2: Career Development Program

The Human Resources Director shall with the assistance of the Department Heads plan, promote, and implement a Career Development Program designed to meet the continually changing staff requirements of the various departments, which will consist of the following elements:

- A. Identifying key managerial, professional, scientific, technical, and administration jobs in which the need for replacements can be reasonably anticipated within the next decade;
- B. Assessing available manpower to determine whether or not highly competent replacements are available or persons of considerable potential are available;
- C. Determining what is required to develop that potential into high competency; and
- D. Providing the necessary resources to ensure a supply of highly competent manpower to meet the needs of the County.