

REPORT
FROM



THE PERSONNEL
DEPARTMENT

TO: The Honorable Members, Personnel Committee	DATE 9/9/2011
REFERENCE: (cross reference CF 07-3872)	COUNCIL FILE
SUBJECT: EMPLOYEE DEVELOPMENT REPORT – FISCAL YEAR 2009-2010	

RECOMMENDATION

That the Personnel Committee receive and file this report on employee development and training programs in the City during Fiscal Year 2009-2010.

BASIS OF REPORT

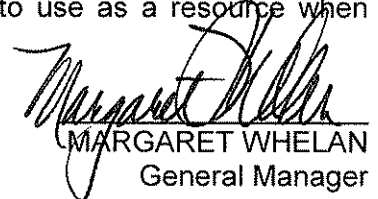
Section 4.312 of the Los Angeles Administrative Code requires the General Manager of the Personnel Department to maintain a comprehensive program for the development of all City employees, and report to the Mayor and Council annually on the progress of training in City departments (except Airports, Harbor, and Water and Power). This report covers FY 2009/10.

DISCUSSION

Over the past few years, the Employee Development Section's ability to provide its Citywide Training Program (classroom training) has been hampered due to the reduction in workforce and a temporary shift in work priorities at the Personnel Department. While reductions in staffing have lead to sharp decreases in the amount of classroom training offered Citywide, the Personnel Department has continuously looked for efficient ways to deliver training to employees and ways to collaborate with other City departments to develop a more sustainable long-term plan.

In support of our goal to provide more efficient ways to provide training, Personnel Department staff developed a Request for Proposals for a vendor to provide a Learning Management System (LMS) to deliver training online, as well as provide e-learning content on Supervisory Skills, Customer Service (in support of Council File 07-3872), Equal Employment Opportunity (EEO), and Disability and Reasonable Accommodation.

In addition, the Annual Training Survey was revamped in an effort to give Personnel Department staff a more holistic view of training being provided to employees by individual Departments. The data will be used to find efficiencies, opportunities for collaboration on training, and ways to standardize how training is tracked and reported. The data collected for the Annual Training Survey will be made available to Training Coordinators Citywide to use as a resource when looking for training opportunities for their staff.


MARGARET WHELAN
General Manager

PERSONNEL DEPARTMENT TRAINING PROGRAM

CLASSROOM TRAINING

The Personnel Department has historically provided a training program consisting of courses presented by Employee Development Section staff; however, as a result of reduction in workforce and a temporary shift in work priorities at the Personnel Department, classroom training was temporarily discontinued in Fiscal Year 2009-2010. While classroom training once provided by Employee Development Section is not expected to resume until staffing allows, training activities in Fiscal Year 2010/11 are expected to resume with the execution of the Online Training Academy.

ONLINE TRAINING ACADEMY

As of the last reporting period, the Personnel Department received funding for the implementation of an Online Training Academy. In response, the Personnel Department developed a Request for Proposals (RFP) for an Online Training Academy, which includes both a Learning Management System (LMS) and training content, which collectively will allow the City to offer Online Training on various Citywide training topics to a greater number of City Employees. On November 19, 2009, the Personnel Department received various responses from qualified entities and, after careful consideration, a panel representing small and large Departments selected MYCA Multimedia to provide the deliverables. A contract was ratified in October 2010, and notwithstanding funding issues or loss of the remaining Employee Development Section staff, the Online Training Academy will launch in the summer of 2011.

The courses to be provided in the first phase of the project include courses on supervisory skills, Equal Employment Opportunity compliance, customer service skills, and reasonable accommodations. All these courses were previously available in the Classroom through the Citywide Training Program.

VENDOR TRAINING

The Personnel Department coordinated the State-mandated *Online Sexual Harassment Prevention Training*, *Workplace Violence Prevention*, and *First Aid/CPR training* programs, all of which were provided by vendor contracts. In addition, Managed Health Network (MHN), our Employee Assistance Program vendor provided training opportunities on various topics to Departments through our Employee Benefits Division.

ONLINE SEXUAL HARASSMENT TRAINING PROGRAM

During this reporting period, supervisors and managers from the City, including DWP completed the State-mandated *Sexual Harassment Prevention* training, in compliance with Assembly Bill 1825, which requires that all Supervisors and Lead Personnel receive sexual harassment prevention training every two years. This program covered City, State and Federal policies and procedures regarding sexual harassment in the workplace. A total of 12,584 City employees (including Proprietary and Sworn) took part in this online training course. Overall compliance with this training is 98%. ATTACHMENT A is a summary of compliance with this and other mandates as reported by departments on the Annual Training Survey.

WORKPLACE VIOLENCE PREVENTION PROGRAM

In support of the City's Workplace Violence Policy and Guidelines, the Personnel Department coordinated a Citywide training program through its contracted vendor, Prince and Phelps Consultants. The consultants provided training to a total of 293 employees on the topic of *Workplace Violence Prevention* in Fiscal Year 2009/10.

FIRST AID/CPR TRAINING

The Personnel Department was unable to provide any *First Aid/CPR* training in Fiscal Year 2009/10 due to the suspension of classroom training; however, various Departments provided their own training through other means, according to responses on the Annual Training Survey.

EMPLOYEE ASSISTANCE PROGRAM TRAINING

Approximately 789 employees were trained through the Employee Assistance Program in Fiscal Year 2009/10. The vendor provided training on 34 different topics across 10 departments. Topics included: *Coping with Stress, Creating a Positive Work Environment, Ergonomics Training, Change Management, Substance Abuse Training for Managers, Creating Work-Life Balance*, as well as various self-development topics.

SPECIAL TRAINING OFFERED BY THE PERSONNEL DEPARTMENT

LAYOFF TRAINING AND SERVICES FOR CITY EMPLOYEES

A series of special training sessions were held throughout the year to address the psychological effects of downsizing in the City. These sessions were presented by the Personnel Department's Psychology Section and provided specialized training on the following topics: *Strategies for Uncertain Times; Dealing with Difficult People; How to Manage Stress, Change and Anger; Delivering Bad News; Doing So Much More with Less; Resiliency During Reorganizational Cutbacks*, and more. These sessions were presented to over 1,000 employees in a variety of Departments and were well received by City employees. As a result of our proactive measures and best practices, our Department was invited to present at the International Public Management Association for Human Resources conference in Nashville, Tennessee in October 2009, where City staff presented to Public Sector Agencies from all over the world. The session received extremely positive reviews by those in attendance.

POST-LAYOFF ASSISTANCE FOR AFFECTED EMPLOYEES

In addition to the specialized services offered by our Psychology Section to address the impact of layoffs in the City, all employees who were laid off were invited to attend post-layoff sessions aimed at providing resources, counseling, information and other assistance to our employees. The information at these sessions was provided by the Personnel Department's Benefits, Employment Services, and Medical Services Divisions, as well as the Los Angeles City Employee Retirement System (LACERS), the Community Development Department's Rapid Response Unit, the Controller's Office and Great West Retirement Services. Topics discussed

included: *Emotional Health, Payroll Processing, Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits, Pensions, Deferred Compensation, Re-employment Information and Employment Information, Self Directed/Supportive/Intensive services, and Unemployment Insurance*. A total of 177 employees attended the training.

OTHER TRAINING-RELATED SERVICES AND SUPPORT ACTIVITIES

EEO COORDINATOR MEETINGS

In an effort to ensure that City Departments are kept up-to-date on EEO related matters, the Personnel Department maintains communication with EEO Coordinators throughout the City to inform them of changes to policies, coordinate distribution of information to City employees on EEO-related matters, as well as provide assistance with any EEO questions that may arise. This Fiscal Year, the Personnel Department coordinated the distribution of new EEO posters and several EEO policy documents pursuant to a citywide settlement agreement. While no EEO Coordinator meetings were held this Fiscal Year, the Department served as a resource to City departments on a variety of EEO matters.

HUMAN RESOURCES (HR) ROUNDTABLE

The Personnel Department, in conjunction with the City Administrative Officer (CAO), holds HR Roundtable meetings for Department Personnel Directors and other HR staff. These meetings provide both the Personnel Department and the CAO a regular communication system for addressing key employment and employee relations concerns and issues. During Fiscal Year 2009/10, one HR Roundtable meeting was held. Topics included: *Labor Relations Update, Work Fitness Evaluations, Non-DOT Guidelines, Critical Incident, Pandemic Planning - Sending Sick Employees Home, Reminder - Catastrophic Illness Program, EAP Services, Employee Addresses, Disability and Reasonable Accommodation – Interactive Process*, and information about the Grobeson Settlement Agreement.

PUBLIC SERVICE RECOGNITION MONTH/CAREER SERVICE AWARDS

Historically, City employees have been recognized for acts of heroism or outstanding service to the City through the Annual Public Service Recognition Month or Career Service Awards Program, usually held in the month of May. Due to the loss of staff and shift in work priorities at the Personnel Department, this program was discontinued in Fiscal Year 2009/10 and is expected to remain on hiatus until staffing becomes available.

TRAINING COORDINATOR NETWORK

The Personnel Department assisted Training Coordinators representing all City departments throughout the year in a variety of areas, including assistance with Sexual Harassment training, MOU Training Requests, and other training-related inquiries. Communication took place primarily through electronic means. Training Coordinator meetings are expected to resume in Fiscal Year 2010/11 as our department researches and develops online training content for the Online Training Academy project.

TRAINING PROVIDED IN OTHER DEPARTMENTS

METHODOLOGY

This reporting period, the Personnel Department took a different approach to the Annual Training Survey in order to maximize the usefulness of the data provided. This change helped our staff analyze where most of the City's training efforts are currently being focused, as well as where opportunities for collaboration between Departments may exist.

Some of the changes made to the Annual Training Survey include a more streamlined electronic reporting method, the expansion of the "Audience" and "Training Topic" categories to capture specific information about the courses and follow a more widely used standard of reporting in the Federal government, and a "course-centered" versus "demographic-centered" approach to the information collected.

SURVEY RESPONDENTS

A total of 38 departments/bureaus participated in the Survey. Departments that did not respond to our survey include the City Administrative Officer, and Department on Disability. Two Departments (Human Services and Environmental Affairs), which were included in the survey in previous years, no longer exist and were omitted from this report.

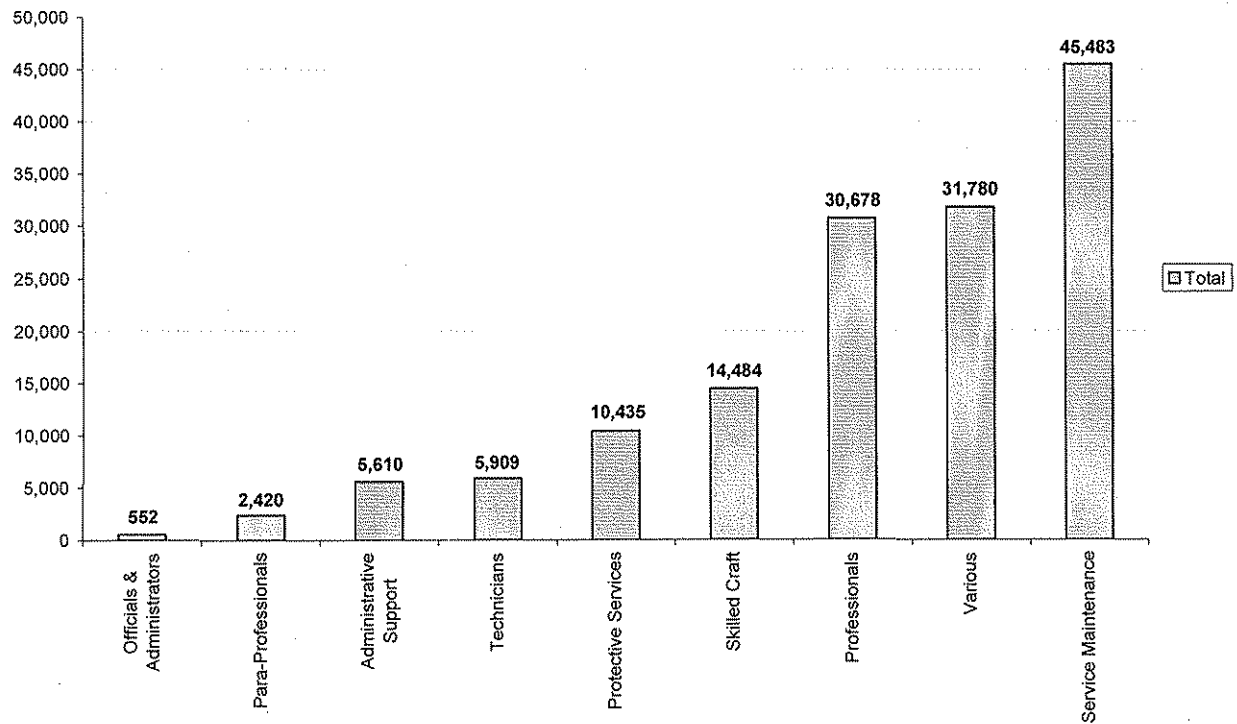
The Department of Neighborhood Empowerment made contact with our staff; however, they were unable to submit a response in time for this report, as they did not have a Training Coordinator at the time the Survey was sent out. The Department has since assigned a member of their staff to take over the Training Coordinator function.

In addition, the Police Department was unable to provide a response that included all the training activity in their Department; however, they were able to provide information on Mandated Training in time for this report. The LAPD is working collaboratively with the Personnel Department to ensure that information reported for the Annual Training Survey is accurate and useful. During this survey reporting period there were several changes in technology that made it difficult to collect comprehensive training data across the 13,000 employees of the LAPD. The priority for this report became ensuring that Legislative Mandates and State Mandates from Peace Officer Standards in Training (POST) were addressed. After this report, the LAPD and the Personnel Department will retrieve the necessary information for the next report.

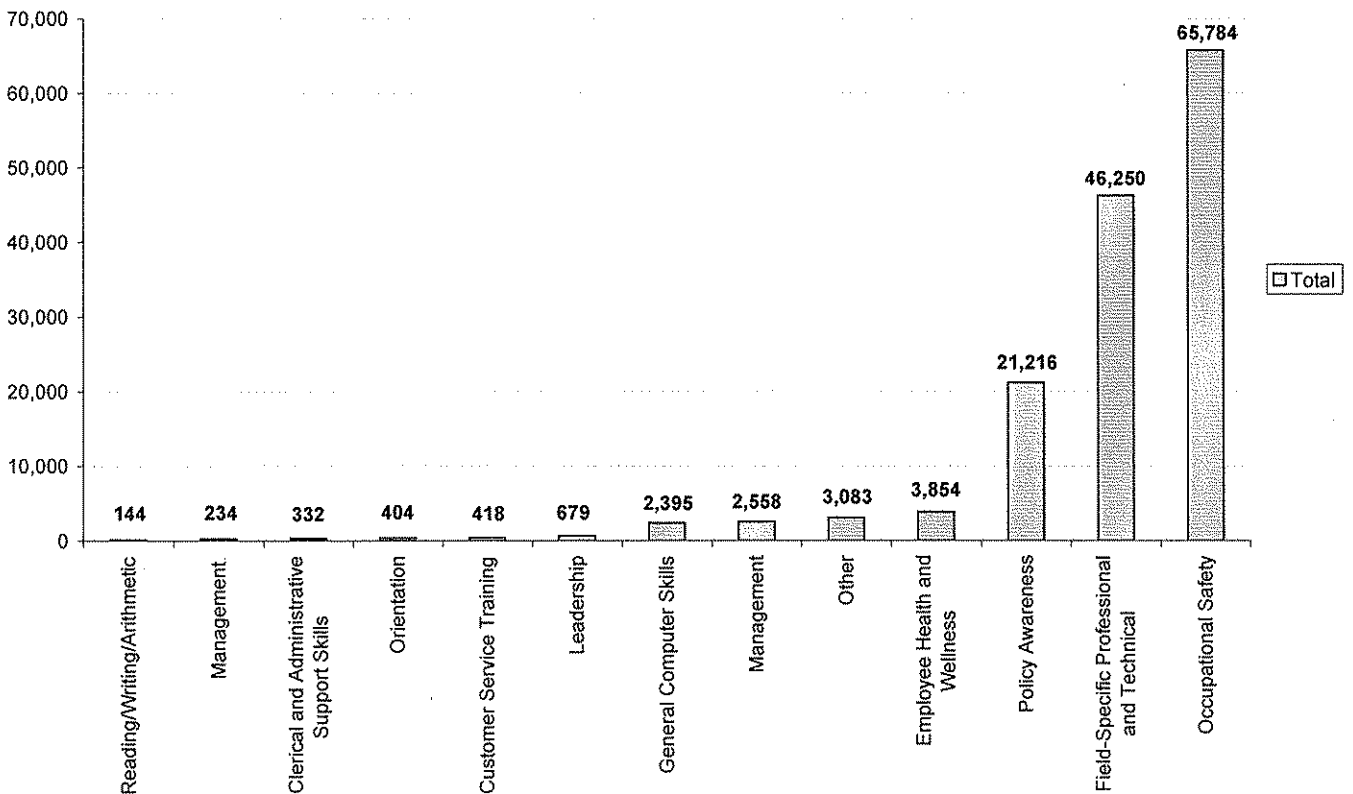
SURVEY SUMMARY

Overall, 38 Departments offered 1,617 training opportunities to City employees in a variety of topics, resulting in a total of 147,351 training transactions*. Below is a summary of training transactions by Audience and Topic.

Total Transactions by Audience



Total Transactions by Topic



*Please note that the *Sexual Harassment Prevention Training for Supervisors* figures are not included as part of these charts, as they are being reported in the section titled "City Department Compliance with State and Federal Mandated Training" below and ATTACHMENT A.

CITY DEPARTMENT COMPLIANCE WITH FEDERAL AND STATE MANDATED TRAINING

In response to an inquiry from the Council's Personnel Committee, the Personnel Department surveyed City Departments to gather information concerning their compliance with Federal and State mandated training provisions. On the Annual Training Survey, "Mandated" was defined as training which is mandated by a City/State/Federal Government law, regulation or policy.

ATTACHMENT A is a listing of the mandated training reported by 38 Departments. Of the 279 courses reported, Departments were in full compliance with 175 courses, and various degrees of compliance with the reminder. The overall average compliance level Citywide was 95%. An explanation for non-compliance is also included in the attachment.

MEMORANDUM OF UNDERSTANDING (MOU) TRAINING AND TUITION REIMBURSEMENT PROGRAM

In accordance with the provisions of Memoranda of Understanding 06, 16, 36, and 37, the Personnel Department administered funds for specialized training and tuition reimbursement (MOU 37 only) in collaboration with Departments of represented employees.

MEMORANDUM OF UNDERSTANDING (MOU) 06 - LIBRARIANS

The Personnel Department was appropriated \$25,000 for the 2007-2012 term of MOU 06 for the exclusive purpose of funding training programs and/or attendance at conferences for classes represented by the Unit. The Personnel Department spent a total of \$4,003.80 for 12 represented employees of MOU 06 to attend various conferences throughout the year. Approved conferences and meetings included: American Library Association, California Library Association, and Public Library Association Annual Conferences and meetings in Fiscal Year 2009/10.

MEMORANDUM OF UNDERSTANDING (MOU) 16 – SENIOR LIBRARIANS

The Personnel Department was appropriated \$20,000 for the 2007-2012 term of MOU 16 for the exclusive purpose of funding training programs and/or attendance at conferences for classes represented by the Unit. The Personnel Department spent a total of \$1,578 for 5 represented employees of MOU 16 to attend American Library Association conferences throughout Fiscal Year 2009/10.

MEMORANDUM OF UNDERSTANDING (MOU) 36 – MANAGEMENT EMPLOYEES

MOU 36 states that the Personnel Department shall administer the \$143,000 annual deposit to a trust fund that is to be used for the development of MOU 36 – Management Employees. In Fiscal Year 2009/10, the Personnel Department spent a total of \$53,630.07 on various training conferences and training programs for MOU 36 employees. These figures include participation in Specialized Training, as well as the attendance of 74 represented employees at Institute of Management Studies (IMS) monthly training sessions.

MEMORANDUM OF UNDERSTANDING (MOU) 37 – EXECUTIVE ADMINISTRATIVE ASSISTANTS LIBRARIANS

The Personnel Department administers a \$25,000 Tuition Reimbursement and Specialized Training fund as set forth in MOU 37. A total of \$10,245.95 was used for Tuition Reimbursement and \$179.00 for a represented employee to attend a Business Writing Seminar in Fiscal Year 2009/10.

CITY DEPARTMENT SPONSORED TUITION REIMBURSEMENT PROGRAM

Los Angeles Administrative Code Section 4.315 provides for the administration of a Citywide tuition reimbursement program. The program is designed to encourage full-time employees, on their own time, with the City reimbursing tuition costs, to improve their performance in their

current positions and to develop their potential for higher level position in their logical line of promotion. Only 6 departments provided tuition reimbursement to a total of 133 employees. ATTACHMENT B provides a summary of the number of participants in the Tuition Reimbursement program per Department.

MANDATED TRAINING (INCLUDING SEXUAL HARASSMENT TRAINING FOR SUPERVISORS)

Please Note: Proprietary Departments (Airports, Harbor, and Water and Power) are exempt from the requirements of Section 4.312 of the Los Angeles Administrative Code; however, they provided the data below at our request, with the exception of DWP, who only submitted compliance documentation for the AB 1825 Sexual Harassment Training for Supervisors. Departments are considered fully compliant when all of their active employees required to take a course have done so. Employees who are on leave are not active employees and are not considered in these calculations.

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
Airport	AB 1825 Sexual Harassment For Supervisors	AB 1825	Did not report compliance.	unknown
Aging	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Animal Services	Commercial Class A Driver's Training	CA Vehicle Code	Training provided by DWP	100%
	Emergency Preparedness Phase I Workshop	HSPD5	Frequency is not specified in HSPD5	13%
	Emergency Preparedness Phase II Drill	HSPD5	Frequency is not specified in HSPD5	13%
	Ethics Training	LAMC 49.5.18	2 commissioners and 2 inactive employees are non-compliant.	96%
	FEMA IS 100	Homeland Security	18 employees are non-compliant. (12 active, 6 inactive)	94%
	FEMA IS 200	Homeland Security	22 employees are non-compliant. (16 active, 6 inactive)	92%
	FEMA IS 300	Homeland Security	22 employees are non-compliant. (20 active, 2 inactive). Scheduled as slots are allotted.	46%
	FEMA IS 400	Homeland Security	3 active employees are non-compliant. Scheduled as slots are allotted.	60%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	NIMS 700	Homeland Security	17 employees are non-complaint. (12 active, 5 inactive)	94%
	NIMS 800	Homeland Security	1 active and 1 inactive employee are non-compliant.	95%
	Substance Abuse Awareness for DOT Drivers	City Policy	Employees pursuing a license to operate the Mighty Mover /Horse Trailer.	100%
	Substance Abuse Prevention for Managers	US DOT Federal Motor Carrier Safety Administration	Section 382.603 of US DOT Federal Motor Carrier Safety Administration	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Building and Safety	2008 L.A. BUILDING CODE CODE CHANGES - PT2	AB 717	This is one of many training recommended by the Dept.	100%
	2008 L.A. BUILDING CODE CODE CHANGES - PT3 AND 4 (MAKE UP)	AB 717	This is one of many training recommended by the Dept.	100%
	2008 LA ELECTRICAL CODE CHANGES - PT2	AB 717	This is one of many training recommended by the Dept.	100%
	2008 LA ELECTRICAL CODE CHANGES - PT3	AB 717	This is one of many training recommended by the Dept.	100%
	2008 MECHANICAL/PLUMBING CODE CHANGE	AB 717	This is one of many training recommended by the Dept.	100%
	HAZARDOUS WASTE OPERATION AND EMERGENCY RESPONSE	29CFR	Fully Compliant	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant.	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
Chief Legislative Analyst	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
City Administrative Office	AB 1825 Sexual Harassment For Supervisors	AB 1825	Did not report compliance.	unknown
City Attorney	Minimum Continuing Legal Education	State Bar	Fully Compliant	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	New supervisors to complete by 12/31/10	96%
	Sexual Harassment For Supervisors (In House)	AB 1825	Fully Compliant	100%
City Clerk	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Community Development Department	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Controller	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Convention Center	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Cultural Affairs	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Disability	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
El Pueblo	AB 1825 Sexual Harassment For Supervisors	AB 1825	Not compliant.	75%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
Emergency Management	Point of Dispensing Manager Training	Required to be a POD Manager	Fully Compliant	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Employee Relations Board	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Ethics	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Finance	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Fire and Police Pensions	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Fire Department	Air operations Paramedic Training	County	Fully Compliant	100%
	AirOps Aeromed, UCLA Med Ctr for Prehospital Care	LA County DHS	Account 40J - VET Fund	100%
	Emergency Medical Technician	County	Not reported.	unknown
	EMS Update	County	Fully Compliant	100%
	Paramedic Continuing Education	County	Fully Compliant	100%
	Regional Instructor Orientation, CAL FIRE	OSFM	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Rescue Systems 1 & 2, CA Fire & Rescue Trng Auth	OSFM	Fully Compliant	100%
	State Fire Instructor	OSFM	Fully Compliant	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
General Services	Aerial Boom Lift	CAL-OSHA	Fully Compliant	100%
	Air Brakes	CAL-OSHA	Fully Compliant	100%
	AMREP 2009 New Truck	CAL-OSHA	Fully Compliant	100%
	Chemical Training	CAL-OSHA	Fully Compliant	100%
	CNG	CAL-OSHA	Fully Compliant	100%
	Commercial Pre-Trip	CAL-OSHA	Fully Compliant	100%
	Confined Space	CAL-OSHA	Fully Compliant	100%
	Confined Space Entry (Permit Required)	CAL-OSHA	Fully Compliant	100%
	Confined Space Field (Rescue)	CAL-OSHA	Fully Compliant	100%
	Confined Space Training	CAL-OSHA	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Confined Space Training w/"Altair4" Gas Detector	CAL-OSHA	Fully Compliant	100%
	ECAT Training	CAL-OSHA	Fully Compliant	100%
	Forklift Certification	CAL-OSHA	Fully Compliant	100%
	Forklift Re-Certification	CAL-OSHA	Fully Compliant	100%
	Hazwoper (Hazardous Waste Operations & Emergency Response Training	CAL-OSHA	Fully Compliant	100%
	Hydraulics	CAL-OSHA	Fully Compliant	100%
	Lead Abatement Supervisor Training	CAL-OSHA	Fully Compliant	100%
	LNG	CAL-OSHA	Fully Compliant	100%
	LNG/CNG	CAL-OSHA	Fully Compliant	100%
	Opacity Training	CAL-OSHA	Fully Compliant	100%
	OSHA 40 Hour Hazpower Training	CAL-OSHA	Fully Compliant	100%
	Overhead Crane	CAL-OSHA	Fully Compliant	100%
	Portable Equipment Training	(blank)	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Portable Ladder Inspection Program	CAL-OSHA	Fully Compliant	100%
	Respirator	CAL-OSHA	Fully Compliant	100%
	Respirator Program w/ Asbestos & Lead Awareness	CAL-OSHA	Fully Compliant	100%
	Scissor Lift	CAL-OSHA	Fully Compliant	100%
	Table Saw Safety & Band Saw Safety	CAL-OSHA	Fully Compliant	100%
	Vermeer 516 Wildcat	CAL-OSHA	Fully Compliant	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
	Sexual Harassment For Supervisors (In House)	AB 1825	Fully Compliant	100%
Harbor	Aerial Lift	CAL-OSHA	Expected 100 compliance 6/30/11; not in compliance due to increased Department standards and previous records were not up to CAL OSHA standards; have to re-train staff.	83%
	Blood Bourne Pathogens	CAL-OSHA	Expected 100 compliance 6/30/11	95%
	Confined Space	CAL-OSHA	Expected 100 compliance 6/30/11	86%
	Fall Protection	CAL-OSHA	Expected 100 compliance 6/30/11	73%
	First Aid/CPR/AED	CAL-OSHA	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Forklift	CAL-OSHA	Expected 100 compliance 6/30/11	81%
	Hazard Communiation	CAL-OSHA	Expected 100 compliance 6/30/11	85%
	Hearing Conservation	CAL-OSHA	Fully Compliant	100%
	Heat Stress/Heat Illness Prevention	CAL-OSHA	Expected 100 compliance 6/30/11	90%
	Hot Work	CAL-OSHA	Expected 100 compliance 6/30/11	73%
	Lockout/Tagout (LOTO)	CAL-OSHA	Expected 100 compliance 6/30/11	79%
	Railroad Worker Safety	CAL-OSHA	Expected 100 compliance 6/30/11	85%
	Respiratory Training w/ Fit Testing	CAL-OSHA	Same as above. In addition, Fit Testing scheduled by Western Medical.	67%
	Traffic Control Competent	CAL-OSHA	Expected 100 compliance 6/30/11	85%
	Trenching Shoring	CAL-OSHA	Expected 100 compliance 6/30/11	87%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Housing	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
ITA	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
LACERS	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Library Department	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Mayor and Council	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Neighborhood Empowerment	AB 1825 Sexual Harassment For Supervisors	AB 1825	Did not report compliance.	unknown
Personnel Department	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Planning	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Police	AB 1825 Sexual Harassment For Supervisors	PC 13519.7(b) and 13519.7(c)	Not fully compliant.	99%
	Recruit Basic Course (RBC)	PC 832.3	Fully Compliant	100%
	RBC - Bloodborne Pathogens	Cal OSHA 5193	Fully Compliant	100%
	RBC - Carcinogenic Materials	HS 1797.187	Fully Compliant	100%
	RBC - Child Abuse Investigation	PC 13517	Fully Compliant	100%
	RBC - Developmental Disabilities & Mental Illness	PC 13519.2	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	RBC - Domestic Violence	PC 13519	Fully Compliant	100%
	RBC - Elder & Dependent Adult Abuse	PC 13515	Fully Compliant	100%
	RBC - First AID/CPR	PC 13518	Fully Compliant	100%
	RBC - Gang & Drug Enforcement	PC 13519.5	Fully Compliant	100%
	RBC - Hate Crimes	PC 13519.6	Fully Compliant	100%
	RBC - Hazardous Materials Resp.	CF 910.120(q)(6)	Fully Compliant	100%
	RBC - Hearsay Testimony	PC 872(b)	Fully Compliant	100%
	RBC - Missing Persons	PC 13519.1	Fully Compliant	100%
	RBC - Racial & Cultural Diversity	PC 13519.4	Fully Compliant	100%
	RBC - Racial Profiling	PC 13519.4(f)	Fully Compliant	100%
	RBC -Sexual Assault Investigation	PC 13516(c)	Fully Compliant	100%
	RBC - Shotgun	PC 12020(b)(1)	Fully Compliant	100%
	RBC - Sudden Death of Infants Invest.	PC 13519.3	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	RBC - Vehicle Pursuit Training	PC 13519.8(a)	Fully Compliant	100%
	RBC - Disaster Response	GC 8607	Fully Compliant	100%
	Domestic Violence	PC 13519(g)	Fully Compliant	100%
	Supervisor School	CCR 1005(b)	Fully Compliant	100%
	POST Management School	CCR 1005(c)	Fully Compliant	100%
	Basic Dispatcher Course	CCR 1018(d)	Fully Compliant	100%
	MACTAC BASIC	Department	Fully Compliant	100%
	Vehicle Pursuit*	PC 13519.8(a)	Fully Compliant	100%
	Command Development	CCR 1005(e)	Fully Compliant	100%
	First AID/CPR	Title 22	Unable to fund practical portion and certification for the whole Dept.	Unknown
Public Works - Board	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Public Works - Contract Administration	First Aid/Adult CPR	CAL-OSHA	American Red Cross Training Class (Course was limited to Bureau Inspectors)	100%
	Tailgate Safety Meeting	CAL-OSHA	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Not fully compliant.	99%
Public Works - Engineering	AB 1825 Sexual Harassment For Supervisors	AB 1825	Not fully compliant.	92%
Public Works - Sanitation	3M Airline Respirators	CAL-OSHA	*5194 & Title 3: CCR: 6724	59%
	Annual Air Purifying Respirator/ Respiratory Protection Program	CAL-OSHA	*5194 & Title 3: CCR: 6724	75%
	Aqueous Ammonia Material Safety Data Sheet	CAL-OSHA	Not fully compliant.	93%
	Back Safety - Tailgate	CAL-OSHA	California CR, Title 8, Ch 4, Sec 3203, of the General Ind. Safety Orders,	87%
	Class B License Walk-Around	CAL-OSHA	Title 49 CFR § 383.111 & § 396.11 Driver vehicle inspection report(s).	95%
	Confined Spaces - Overview	CAL-OSHA	CCR 5157 & Federal OSHA	97%
	Confined Spaces Field (Rescue)	CAL-OSHA	CCR 5157 & Federal OSHA	35%
	CPR-AED & First Aid Basics (FAB) Combined Class	CAL-OSHA	CAL-OSHA*(6251, 5157, 3400) (the replacement CPR-AED & FAB course)	75%
	Crane Safety Curriculum	CAL-OSHA	CFR 5006.1; Cal-Osha: 1926.251, 1670, 5040	84%
	Drager Miniwarn Gas Detector	CAL-OSHA	5157, 8616	91%
	Earthquake Safety - Tailgate	OSHA	OSHA General Requirements for site safety 3220	98%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Electrical Safety	CAL-OSHA	2706, 2305. 76% - 98%	76%
	Emergency Response Procedures: DTC - Tailgate	OSHA	OSHA General Requirements for site safety 3220	82%
	Emergency Response Procedures: HTP - Tailgate	OSHA	OSHA General Requirements for site safety 3220	60%
	Emergency Response Procedures: SRPCD - Tailgate	OSHA	OSHA General Requirements for site safety 3220	98%
	Emergency Response Procedures: WCSD - Tailgate	OSHA	OSHA General Requirements for site safety 3220	99%
	Emergency Response Procedures: WPD - Tailgate	OSHA	OSHA General Requirements for site safety 3220	96%
	Emergency Response Procedures:TITP - Tailgate	OSHA	OSHA General Requirements for site safety 3220	94%
	Gastech Drager X-AM 2000	CAL-OSHA	5157, 8616	63%
	Hazardous Communication: Level 2	CAL-OSHA	Not fully compliant.	96%
	Hazardous Communication: Level 3 - Tailgate	CAL-OSHA	Not fully compliant.	91%
	Hazardous Communication: Level 1 Right-To-Know - Tailgate	CAL-OSHA	CCR 5194 & Federal OSHA Hazard Communication Standard, 29CFR 1910.1200	95%
	Hazardous Energy Control - WCSD	CAL-OSHA	CCR 3314 & Fed. OSHA	93%
	Hazardous Energy Control Program (HECP)	CAL-OSHA	CCR 3314 & Fed. OSHA	98%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Hazardous Energy Control Program (HECP) - Field	CAL-OSHA	CCR 3314 & Fed. OSHA	98%
	Hazardous Waste Management for Handlers	CAL-OSHA	Title 22 CCR 66265.15, 66265.16	76%
	Herbicides & Pesticides	CAL-OSHA	Not fully compliant.	80%
	Ladders & Scaffolds - Tailgate	CAL-OSHA	IIPP-3203	98%
	Lead (Pb) - Worker Refresher - ON LINE	CAL-OSHA	CCR 5194 & Fed. OSHA Haz Communication Standard, 29CFR 1910.1200	100%
	Lead (Pb) - Worker Training -(State Cert)	CAL-OSHA	CCR 5194 & Fed. OSHA Haz Communication Standard, 29CFR 1910.1200	100%
	Manlift/ Basket Safety Video - Tailgate	CAL-OSHA	California CR, Title 8, Ch 4, Sec 3203, of the General Ind. Safety Orders,	84%
	Operation Lifesaver: Safety at Railroad Crossings - Tailgate	CAL-OSHA	3202, 3203	93%
	Recognizing a Hazmat Shipment - WPD Safety Tailgate	CAL-OSHA	Title 22 CCR 66265.15, 66265.16	100%
	Respiratory Fit Test	CAL-OSHA	CCR Title 8,Section 5144(c) & (k) "Respiratory Protection"	71%
	Respiratory Protection - Tailgate	CAL-OSHA	*5194 & Title 3: CCR: 6724	59%
	Safe Forklift Operation	CAL-OSHA	3657, 3664, 3668	96%
	Scissor Lift Safety - Tailgate	CAL-OSHA	CCR Title 8,Group 4, Art 24 Elevating Work Platforms & Arial Devices	83%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Scott Self - Contained Breathing Apparatus (SCBA)	CAL-OSHA	*5194 & Title 3: CCR: 6724	74%
	Sodium Hypochlorite Safety - Tailgate	OSHA	CCR 5194 & Federal OSHA Hazard Communication Standard, 29CFR 1910.1200	99%
	Trench Shoring & Construction Safety - Tailgate	CAL-OSHA	Not fully compliant.	88%
	Wastewater Pathogens - Tailgate	CAL-OSHA	Fully Compliant	100%
	WCSD: Confined Space - Tripod System	CAL-OSHA	CCR 5157 & Federal OSHA	83%
	WCSD: Confined Space Entry (Permit Required)	CAL-OSHA	CCR 5157 & Federal OSHA	87%
	WCSD: Confined Space for Catch Basin Cleaning	CAL-OSHA	CCR 5157 & Federal OSHA	77%
	WCSD: Confined Spaces	CAL-OSHA	CCR 5157 & Federal OSHA	78%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	City of Los Angeles Personnel Department	93%
Public Works - Street Lighting	Crane Safety	LADBS	Fully Compliant	100%
	Metrolink Safety	SCRRA	Required by employees working near metro rail lines.	100%
	Stormwater (SWPP)	NPDES	National Pollutant Discharge Elimination System (LA County/State)	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
Public Works - Street Services	American Heart Association Adult CPR/AED	(blank)	Employees in the Urban Forestry section that Arborist /Tree Workers are req'd to take course but it is not department required.	100%
	Domestic Violence for Non-Supervisor	(blank)	Fully Compliant	100%
	Ethic Training	(blank)	Fully Compliant	100%
	UFD Annual Task Specifics Safety Training	(blank)	Urban Forestry personnel	100%
	UFD Work Climb & Aerial Rescue	(blank)	Urban Forestry personnel	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
	Sexual Harassment For Supervisors (Self Development)	AB 1825	Non-supervisory staff; took on line training for development	100%
Recreation and Parks	BBP & Sharps	CAL-OSHA	Fully Compliant	100%
	Cal Osha Form 161	CAL-OSHA	Fully Compliant	100%
	Chainsaw Safety Awareness/Maintenance	CAL-OSHA	Fully Compliant	100%
	Childcare In-Service Training	CAL-OSHA	Fully Compliant	100%
	Code of Safe Practices	CAL-OSHA	Fully Compliant	100%
	Confined Space	CAL-OSHA	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Emergency Action Plan	LAFD	Fully Compliant	100%
	Fall Protection Awareness	CAL-OSHA	Fully Compliant	100%
	Fire Extinguisher Safety	LAFD	Fully Compliant	100%
	Flammable Liquids	CAL-OSHA	Fully Compliant	100%
	Forklift Safety	CAL-OSHA	Fully Compliant	100%
	Gas Control	CAL-OSHA	Fully Compliant	100%
	Gasoline Storage	CAL-OSHA	Fully Compliant	100%
	Handle the Heat	City-Mayor Office	Fully Compliant	100%
	Hazard Awareness	CAL-OSHA	Fully Compliant	100%
	Hazard Awareness-The Little Things Count	CAL-OSHA	Fully Compliant	100%
	Hazard Communication	CAL-OSHA	Fully Compliant	100%
	Hearing Protection Training	CAL-OSHA	Fully Compliant	100%
	Heat Illness Prevention	LAFD	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	HIV & Aids Discrimination in City Employment Policy	City Policy	Fully Compliant	100%
	Injury Illness Prevention Program	LAFD	Fully Compliant	100%
	Ladder Safety	CAL-OSHA	Fully Compliant	100%
	Machine Guarding	CAL-OSHA	Fully Compliant	100%
	Material Handling Safety & Back Injury Prevention	CAL-OSHA	Fully Compliant	100%
	Non-Discrimination Policy-Sexual Harassment	City Policy	Fully Compliant	100%
	Office Safety	CAL-OSHA	Fully Compliant	100%
	Operating the Hanson Dam Replacement Truck	CAL-OSHA	Fully Compliant	100%
	Policy Against Discrimination	CAL-OSHA	Fully Compliant	100%
	Post Emergency Debriefing	City Policy	Fully Compliant	100%
	Power Equipment	CAL-OSHA	Fully Compliant	100%
	Power Equipment Prohibited	CAL-OSHA	Fully Compliant	100%
	Preventing Strains & Sprains	CAL-OSHA	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Revision to Executive Directive No. PE-1/Expanded Definition of Discrimination on Sex	City Policy	Fully Compliant	100%
	Safe Driving	CAL-OSHA	Fully Compliant	100%
	Safe Lifting	CAL-OSHA	Fully Compliant	100%
	Safety	CAL-OSHA	Fully Compliant	100%
	Safety Check Before Entering an Excavation /Trench	CAL-OSHA	Fully Compliant	100%
	Sexual Discrimination Complaint Procedure	City Policy	Fully Compliant	100%
	Sexual Harassment Video Policy	City Policy	Fully Compliant	100%
	Sexual Orientation/Gender Identity	City Policy	Fully Compliant	100%
	Sharps	CAL-OSHA	Fully Compliant	100%
	Slips, Trips and Falls	CAL-OSHA	Fully Compliant	100%
	Spider & Insect Safety	CAL-OSHA	Fully Compliant	100%
	Stinging Insects Safety	CAL-OSHA	Fully Compliant	100%
	Struck by an Object	CAL-OSHA	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
	Tailgate Safety Meetings	CAL-OSHA	Fully Compliant	100%
	Trimmer & Mower Safety	CAL-OSHA	Fully Compliant	100%
	Universal Safety Precautions: Handling Sharps	CAL-OSHA	Fully Compliant	100%
	Vehicle Accident Report Instructions	CAL-OSHA	Fully Compliant	100%
	Water Conservation	City Policy	Fully Compliant	100%
	Water Restrictions	City-Mayor Office	Fully Compliant	100%
	West Nile Virus: Taking Preventative Measures	LAFD	Fully Compliant	100%
	What is a MSDS Sheet	CAL-OSHA	Fully Compliant	100%
	Winter Driving	CAL-OSHA	Fully Compliant	100%
	Workplace Violence	City Policy	Fully Compliant	100%
	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Transportation, Department of	AB 1825 Sexual Harassment For Supervisors	AB 1825	Did not report compliance.	unknown
Treasurer	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%

Department	Course Name	Law or Regulation Mandating	Notes	Percentage in Compliance
Water and Power, Department of	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully Compliant	100%
Zoo	AB 1825 Sexual Harassment For Supervisors	AB 1825	Fully compliant.	100%

