



REPORT
FROM

THE PERSONNEL
DEPARTMENT

TO: The Honorable Members of the Personnel and Animal Welfare Committee	DATE September 1, 2016
REFERENCE:	COUNCIL FILE 07-3872
SUBJECT: EMPLOYEE DEVELOPMENT REPORT – FISCAL YEAR 2014-2015	

RECOMMENDATION

That the Personnel and Animal Welfare Committee receive and file this report on employee development and training programs in the City during Fiscal Year 2014-2015.

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 annually on the progress of training in City departments (except Airports, Harbor, and Water and Power). This report covers the Fiscal Year 2014-2015.

DISCUSSION

During this reporting period, the Personnel Department continued working to provide a comprehensive training program for City employees, offering primarily online courses, with some classroom training opportunities as well.

In support of our objective of helping to provide employees a more engaging work environment, the Personnel Department began offering programs in employee engagement, employee recognition, and workforce planning

In addition to these developments, the Personnel Department continued its administration of an online Sexual Harassment Prevention training program, a Workplace Violence Prevention program, and made available a variety of training topics through the City's Managed Health Network. The Personnel Department helped facilitate additional training opportunities through its oversight of MOU funded training.

PERSONNEL DEPARTMENT EMPLOYEE DEVELOPMENT ANNUAL REPORT REPORTING PERIOD: Fiscal Year 2014-2015

PART 1: PERSONNEL DEPARTMENT TRAINING AND DEVELOPMENT PROGRAM

1.1 EMPLOYEE DEVELOPMENT PORTAL

Previously, the Citywide Training Portal was the online gateway for the Personnel Department's training program. However, with the growing number of employee development programs and variety of resources provided, the website was redesigned with a new landing page that directs visitors to the different employee training and development resources that are currently available. The site includes links to the existing Training Portal, Online Training Academy, and Supervisory Library, in addition to new sites for the Employee Recognition, Engagement, and Workforce Planning programs.



1.2 ONLINE TRAINING ACADEMY

The City's Online Training Academy is a key resource in the Personnel Department's Citywide Training Program. The learning management system (LMS) provides employees with the ability to take online training courses at their convenience, while also tracking their efforts with detailed training records. The table below shows the courses available through the Online Training Academy, as well as the number of courses completed, during the reporting period.

HUMAN RESOURCE COMPLIANCE	COMPLETIONS
Preventing Sexual Harassment	2417
Disaster Service Worker	2766
Disability and Reasonable Accommodation	123
EEO Challenge	161
Workplace Violence Prevention	745
Fraud Waste and Abuse	727
LEADERSHIP AND SUPERVISION	
Supervisory Skills	548
Leadership and Teamwork	58
Coaching for Performance	39
Inspiring Leadership	145
Management Coach	2097
Handling Difficult Performance Appraisals	107
INTERPERSONAL AND COMMUNICATION SKILLS	
The Need for Customer Service	235
Managing Conflict and Difficult Behavior	144
Creating Powerful Presentations	32
Delivering Powerful Presentations	32
Delivering Feedback	267

Solving Difficult Workplace Problems	321
COMPUTER SKILLS	
Word 2010 - Introduction	58
Word 2010 - Intermediate	33
Word 2010 - Advanced	26
Excel 2010 - Introduction	99
Excel 2010 - Intermediate	57
Excel 2010 - Advanced	37
PowerPoint 2010 - Intro	26
PowerPoint 2010 - Advanced	19
SAFETY	
Hazard Communication	38
General Safety: Accident Investigation	30
General Safety: Back Safety	29
General Safety: Driving Safety	31
General Safety: Heat Stress	26
General Safety: Ladder Safety	34
General Safety: Safety Audits	27
TOTAL	11,534

During Fiscal Year 2014-2015, a total of 11,534 training courses were completed through the Online Training Academy by employees from all City departments.

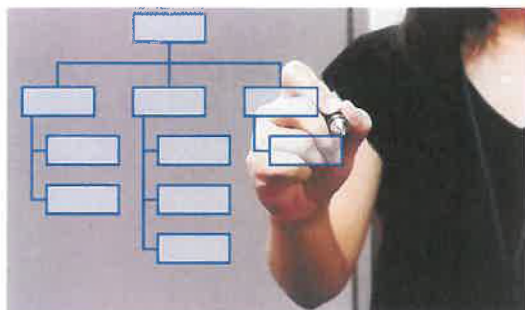
1.3 SEXUAL HARASSMENT PREVENTION TRAINING

Assembly Bill 1825 requires that all supervisors and lead personnel receive sexual harassment prevention training every two years. Although mandated through State law, the City's program includes information covering all City, State, and Federal policies and procedures regarding sexual harassment in the workplace. During this reporting period, newly hired or promoted supervisors and managers from each City department completed the State-mandated Sexual Harassment Prevention training. A new course, Drawing the Line, was purchased at the end of this reporting period in preparation for the next cycle.

A total of 2,417 supervisors and lead personnel (including Proprietary and Sworn) took part in this online training course during Fiscal Year 2014-2015.

1.4 WORKPLACE VIOLENCE PREVENTION TRAINING

In a continued effort to support the City's Workplace Violence Prevention Policy and Guidelines, the Personnel Department coordinated training through its contracted vendor, Prince and Phelps Consultants. During Fiscal Year 2014-2015 they conducted six training sessions to City departments. To expand the Workplace Violence Prevention Training program, Personnel Department staff and our online training vendor partnered to produce two online training courses – Workplace Violence Prevention for supervisors and for employees.



1.5 WORKFORCE PLANNING PROGRAM

The Workforce Planning Program provides a template for City departments to apply retirement data and information gained from interviews with management to report on key anticipated vacancies and strategies that would help to fill the gaps. The intention of the program is to assist Departments to determine their current workforce, identify concerns, and develop a strategic workforce plan with respect to recruitment, selection and training that would address

their specific needs. During this reporting period, two departments – Personnel and ITA started working on their plans with Personnel completing theirs.



1.6 EMPLOYEE ENGAGEMENT PROGRAM

Engaged employees are more productive, stay with the organization longer, and provide better customer service. To assess the current level of engagement of City employees, the Personnel Department developed the Employee Engagement Program during the reporting period. Engagement is comprised of a variety of components, including work expectations, empowerment, recognition, integrity, and employee development. The program uses an online survey to assess the departments' current engagement level and offers suggestions for improvement in areas where scores are low.

1.7 EMPLOYEE RECOGNITION PROGRAM

In an effort to support Mayor Eric Garcetti's "Back to Basics" Priority Outcomes for the City of Los Angeles, the Personnel Department developed a new Employee Recognition Program. The recognition program allows supervisors to formally acknowledge their employees whose efforts have led to exceptional work or service to the public. Supervisors recognize their employees in one of three areas that align with the Mayor's Priority Outcomes: Fiscal Responsibility, Customer Service, and Innovation.

The Employee Development website provides a simple tool for supervisors to generate recognition certificates. During this reporting period, the program was developed, but not yet released to employees.



1.8 CORE SUPERVISORY TRAINING PROGRAM

During this reporting period, the Personnel Department developed the Core Supervisory Training program. Using HR analysts who are experts in particular topic areas as instructors, the department was able to develop a classroom training program that provides supervisors with information and guidance on a variety of supervisory topics. The program consisted of six modules during this reporting period:

1. The Role of the Supervisor
2. Performance Evaluations/Discipline
3. Grievance Policies/Ethics
4. Equal Employment Opportunity Policies
5. Family Medical Leave/Reasonable Accommodation
6. Workplace Violence Prevention/Instructor Panel

There were 6 cohorts and a total of 300 supervisors that completed the program during Fiscal Year 2014-2015.

1.9 EMPLOYEE ASSISTANCE PROGRAM TRAINING

The Employee Assistance Program, administered through the Department's Employee Benefits Division, provides training opportunities to all City departments. Training on a variety of topics is conducted by the program's contracted vendor, Managed Health Network (MHN).

During the fiscal year, approximately 1,265 employees were trained through the Employee Assistance Program. MHN provided training on 28 different topics to 6 different departments. The most attended training sessions were:

- Essential Skills for Effective Management
- Time Management
- Compassion Fatigue

The department that utilized the most workshop hours was the Office of Finance.

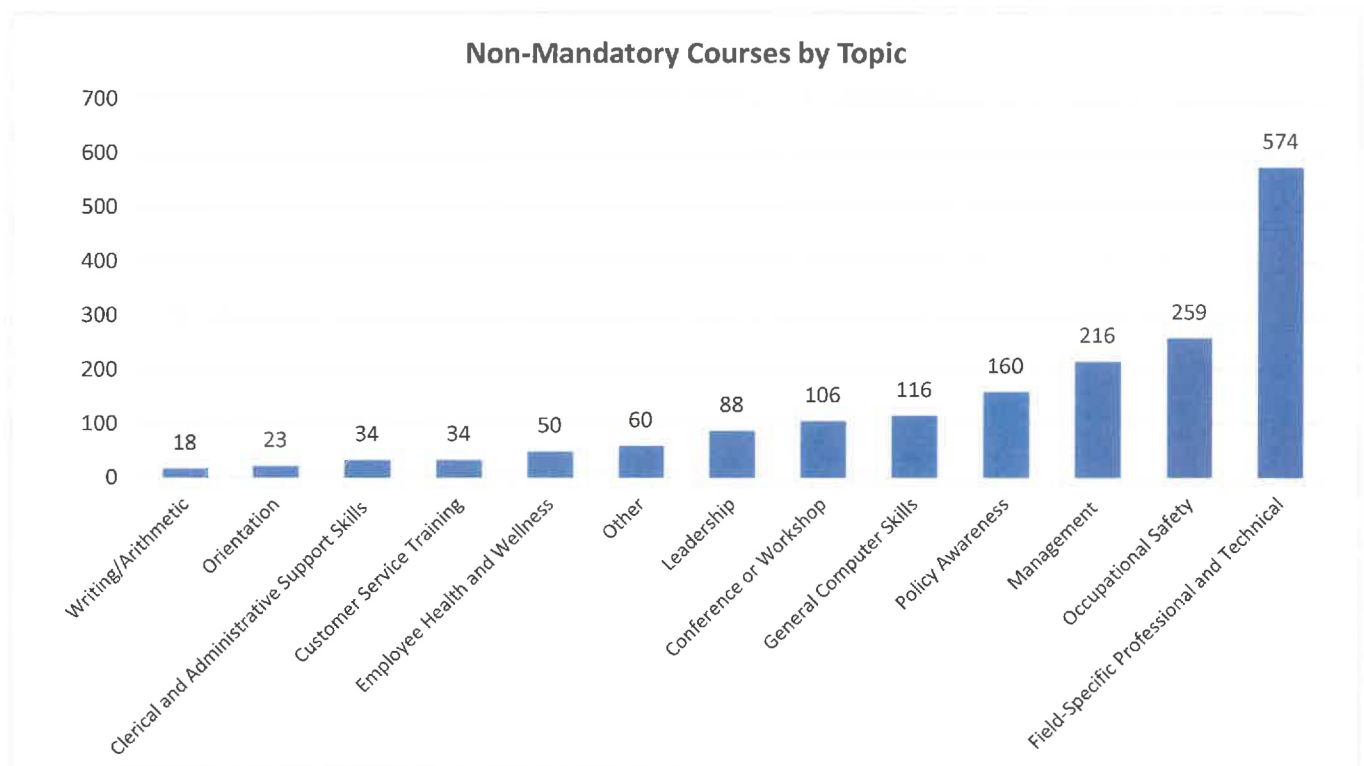
PART 2: TRAINING PROVIDED IN OTHER DEPARTMENTS

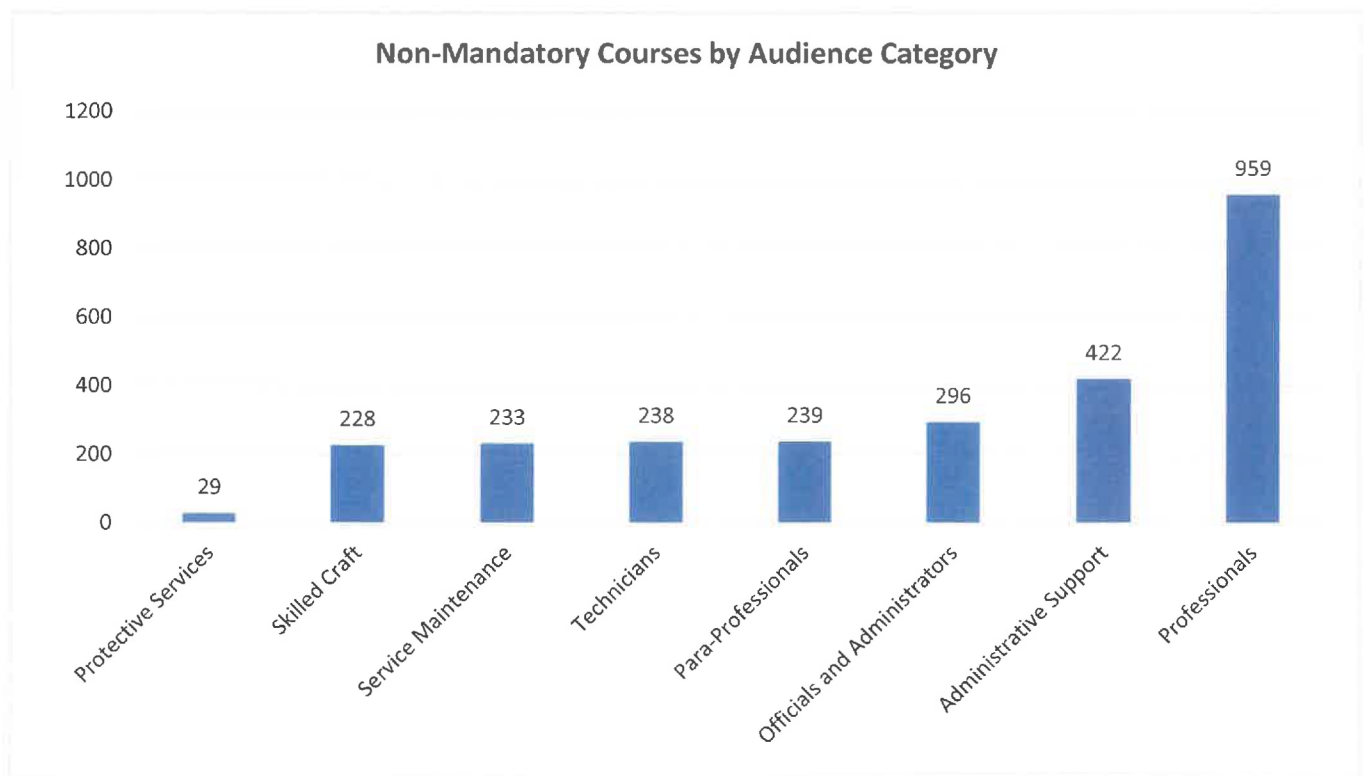
2.1 ANNUAL TRAINING SURVEY

The Personnel Department surveyed City departments to gather information on the various training opportunities provided to the workforce. Responses were received from 37 departments/bureaus. No data was provided by the Office of Finance and Department of Recreation and Parks. The City's proprietary departments (Airports, Harbor, and DWP) are exempt from the requirements of Section 4.312 of the Los Angeles Administrative Code, but were provided a copy of the survey to be completed voluntarily. Of the three, Airports provided training data for their department.

2.1.1 CITY DEPARTMENT NON-MANDATED TRAINING

In addition to the courses completed through the Online Training Academy, City departments provided a combined total of 1,141 non-mandated courses to employees during Fiscal Year 2014-2015. The following charts show the number of courses that were provided to the identified workforce categories as well as the number of courses that addressed the identified topic areas. Please note that some courses were provided to two or more workforce categories (Para-Professionals, Service Maintenance, Administrative Support, etc.) or focused on two or more topics (Orientation, Customer Service Training, Policy Awareness, etc.). Therefore, the number of courses represented in the charts below is larger than the total number of courses provided by departments.





APPENDIX A shows the number of non-mandated courses provided by department, during this reporting period.

2.1.2 CITY DEPARTMENT COMPLIANCE WITH FEDERAL AND STATE MANDATED TRAINING

The Personnel Department surveyed City departments to gather information concerning their compliance with Federal and State mandated training provisions. On the survey, “mandated” was defined as training which was required under State/Federal law, regulation, or policy.

APPENDIX B is a listing of the mandated training reported by the 37 Departments. A total of 523 training sessions were reported as either being required or meeting a set of policies or regulations.

2.2 MEMORANDUM OF UNDERSTANDING TRAINING PROGRAM

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

2.2.1 MOU 36 – MANAGEMENT EMPLOYEES

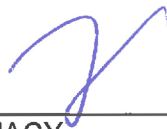
Under MOU 36, an annual deposit of \$143,000 is made into a trust fund designated for the development of employees represented by MOU 36 – Management Employees. It is the responsibility of the Personnel Department to administer these funds. During this reporting period, a total of \$55,794.38 was spent on various training conferences and training programs for MOU 36 employees. This figure includes participation in specialized training and tuition reimbursement for 47 employees.

In addition, a total of \$56,725 was spent on dues and workshop fees for the Institute of Management Studies (IMS). A total of 125 represented employees attended the monthly training sessions provided by IMS.

2.3 CITY DEPARTMENT SPONSORED TUITION REIMBURSEMENT PROGRAM

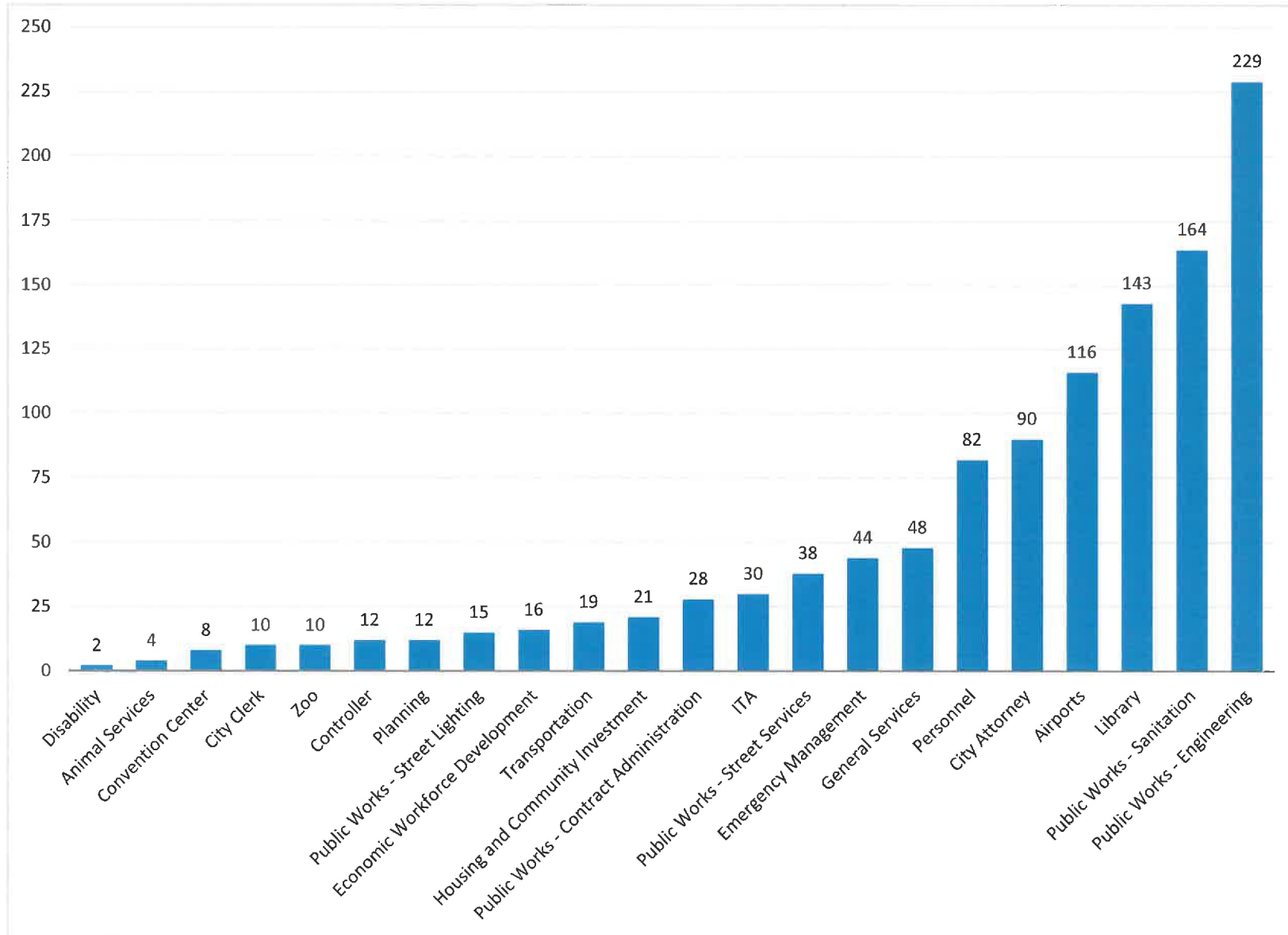
Los Angeles Administrative Code Section 4.315 provides for the administration of a Citywide tuition reimbursement program. The program is designed to encourage full-time employees to further their education as a means to improving their performance in their current position and to develop their potential for higher level positions, in their logical line of promotion. Five departments provided tuition reimbursement to a total of 270 employees during Fiscal Year 2014-2015.

APPENDIX C provides a summary of the participants in the Tuition Reimbursement Program, by department.



WENDY G. MACY
General Manager

Non-Mandated Training Courses by Department



Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Airports	Aerial Lift and Fall Protection Training	29 CFR 1910.67; 1910.68, T8 Sec.2940, 3281, 3648
	Basic Ergonomic Evaluation & Awareness Training	OSH Act 1970 Sec. 5(a)(1), T8 Sec.5110 (b)(3)
	Bloodborne Pathogens Training	29 CFR 1910.1030 , T8 Sec. 5193
	Confined Space Training	29 CFR 1910.146, T8 Sec. 2540, 4845, 5144, 5156-59
	Electrical - Arc Flash Safety	29 CFR 1910.269, 1910.303-308, 1910.332, NFPA 70E, T8 ESO's Sec. (LV) 2299 – 2599 & (HV) 2700 – 2989
	Fall Protection Training	29 CFR 1910.66 Appendix C, T8 Sec.1671, 3299
	Forklift Training	29 CFR 1910.178(L), T8 Sec. 3668
	Heat Illness Prevention Training	No Equivalent Federal Regulation, T8 Sec. 3395
	Ladder Safety Training	29 CFR 1926 Subpart X & 1910.25-.27, T8CCR 1675, 3276 & 3287
	Lead Awareness Safety Training	29 CFR 1910.1025, T8 Sec. 1532.1, T8 Sec. 5198
	Reachmaster Falcon FS-95	29 CFR 1910.67; 1910.68, T8 Sec.2940, 3281, 3648
	Respirator Fit Test	29 CFR 1910.134, T8 Sec. 5144 (a-o), Sec. 5199
	Scaffold Training Awareness	29 CFR 1926.454 Subpart L - Scaffolds, T8 Sec. 1637
	TPL Bucket	29 CFR 1910.67; 1910.68, T8 Sec.2940, 3281, 3648
	Traffic Control Training	29 CFR 1926.21, T8 Sec. 1598
	Hearsaver CPR/AED Training	
	FLSA Training	
Animal Services	Heat Illness Prevention Program Training	Cal/OSHA
Building and Safety	AB 717 Training	AB717 requires 45 hours of technical is training is received every 3 years
City Employee Retirement System	ADA Training	Mayor's Executive Directive No. 26 (Compliance with Federal and State Disability Laws)
Controller	Audit Report Writing	Charter Sec 261(e)
	Auditor's FMS Library Tools	Charter Sec 261(e)
	Statistical Sampling Methodology	Charter Sec 261(e)
	Western Intergovernmental Audit Forum	Charter Sec 261(e)
	Internal Control Integrated Framework	Charter Sec 261(e)
	Innovation and Internal Audit	Charter Sec 261(e)
	AICPA Code of Conduct & Ethics	Charter Sec 261(e)
	Ethics & Regulatory Review	Charter Sec 261(e)
	Data Analysis for IA	Charter Sec 261(e)
	Big Data to Inv/Prevent Employee Misconduct	Charter Sec 261(e)

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Controller (cont.)	Overview for Accounting Professionals	Charter Sec 261(e)
	Fraud 101	Charter Sec 261(e)
	Performing Fraud Risk Assessment	Charter Sec 261(e)
	CA Rules & Regulation - ETHCRR	Charter Sec 261(e)
	Ethics for Calif CPSS-ETHXCA	Charter Sec 261(e)
General Services	Basic Automotive Air Conditioning	40CFR Section 609
	Forklift Certification	Cal/OSHA
	Ladder Safety	Cal/OSHA
	Hazard Communication (GHS)	Cal/OSHA
	Hazardous Waste Handling	Cal/OSHA
	Hearing Protection - Hearing Conservation Program	Cal/OSHA
	Respirator Protection	Cal/OSHA
	Emergency Evacuation	Cal/OSHA
	Injury Illness Prevention Program	Cal/OSHA
	Stormwater Pollution Prevention Program	EPA - Clean Water Act
	Equipment Lock-out/Tag-out Procedure	Cal/OSHA
	Heat Illness Prevention Program	Cal/OSHA
	Machine Guards - Bench Grinder Safety	Cal/OSHA
	Personal Fall Arrest System Safety	Cal/OSHA
	Earthquake Drill - The Great Shakeout	Cal/OSHA
Library	American with Disability Act	Dept of Justice
Public Works - Contract Administration	FRAUD, WASTE AND ABUSE	2008 Los Angeles Administrative Code
	Disaster Service Worker Training	Mayor's Executive Directive 16 & EP-1
	Tailgate Safety Meeting	Cal-OSHA
	Safety Meeting	Cal-OSHA
	Excavation Safety Training	Bureau of Contract Administration Management
	Streets - From Curb to Curb	Bureau of Contract Administration Management
Public Works - Engineering	FIRE & LIFE SAFETY TRAINING	PWB MANAGEMENT
	FRAUD WASTE & ABUSE	CITY ORDINANCE
Public Works - Sanitation	BEMS: Program Overview	EPA
	BEMS: Document & Record Keeping Tracking System - BEDRTS	EPA
	BEMS: Frequently Asked Questions - Tailgate	EPA
	BEMS: Internal Auditor Training	EPA
	EMS Performance Report	EPA
	EMS: Critical Control Points- Tailgate	EPA
	Biosolids Fact Sheet: Anaerobic Digestion	EPA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	EMS Fact Sheet: Dewatering/Truck Loading- Tailgate	EPA
	Biosolids Management: Land Application- Tailgate	EPA
	Bio Solids Monitoring Fact Sheet- Tailgate	EPA
	EMS: Green Acres Fact Sheet- Tailgate	EPA
	EMS: Roles and Responsibilities - Tailgate	EPA
	EMS: FAQs + National Biosolids Partnership- Tailgate	EPA
	EMS: History of Biosolids- Tailgate	EPA
	Biosolids: EMS Goals	EPA
	EMS: Principles of Code of Good Practice- Tailgate	EPA
	BMES: Code of Good Practice BIO-022	EPA
	IRRIGATION- Tailgate	EPA
	SMS Read Only	CAL-OSHA
	SMS: Requester & Receiver	CAL-OSHA
	Back Safety - Tailgate	CAL-OSHA
	BEMS: Biosolids Employee Awareness Tailgate	CAL-OSHA
	Sodium Hypochlorite Safety - Tailgate	CAL-OSHA
	Sodium Bisulfite Safety - Tailgate	CAL-OSHA
	Occupational Exposure to Hazardous Compounds	CAL-OSHA
	How to Work with Chemicals Safely - Tailgate	CAL-OSHA
	Ferric Chloride Safety- Tailgate	CAL-OSHA
	Confined Spaces - Overview	CAL-OSHA
	Confined Spaces Field (Rescue)	CAL-OSHA
	WCSD: Confined Spaces	CAL-OSHA
	WCSD: Confined Space for Catch Basin Cleaning	CAL-OSHA
	WCSD: Confined Space Entry (Permit Required)	CAL-OSHA
	WCSD: Confined Space - Tripod System	CAL-OSHA
	WCSD: Confined Space - Tripod System - Field	CAL-OSHA
	Confined Spaces - Fall Protection Video - Tailgate	CAL-OSHA
	Confined Space Entry - Tailgate	CAL-OSHA
	Confined Space Hazards- Tailgate	CAL-OSHA
	Pendant - Operated Electric Crane	CAL-OSHA
	Crane Safety - Tailgate	CAL-OSHA
	Overhead Pendant Crane Electrical Bus Bar- Tailgate	CAL-OSHA
	C - 0109 UCF Electrical Systems & Maintenance	CAL-OSHA
	Electrical Safety - Tailgate	CAL-OSHA
	High Voltage Standard Maintenance Procedures - Tailgate	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	High Voltage Training For Wastewater Electricians	CAL-OSHA
	Sludge and Biosolids Spills Response Procedures - Tailgate	CAL-OSHA
	CDL Pre - Trip/ Air Brake Exam	CAL-OSHA
	Liquid Natural Gas (LNG) Equipment Training - Tier 1	CAL-OSHA
	Liquid Natural Gas (LNG) Equipment Training - Tier 2	CAL-OSHA
	Liquid Natural Gas (LNG) Equipment Training - Tier 3	CAL-OSHA
	Heavy Equipment Safety - Tailgate	CAL-OSHA
	Compressed Natural Gas (CNG) Training	CAL-OSHA
	Prevention & Control Of Fire - Tailgate	CAL-OSHA
	Basic Fire Safety - Tailgate	CAL-OSHA
	Portable Fire Extinguisher - Tailgate	CAL-OSHA
	Halon Fire Suppression System - Tailgate	CAL-OSHA
	Safe Forklift Operation	CAL-OSHA
	Forklift Safety/ Driving Skills - Tailgate	CAL-OSHA
	Forklift Evaluation Training	CAL-OSHA
	Drager Miniwarn Gas Detector	CAL-OSHA
	Drager X-AM 7000 Gas Detector	CAL-OSHA
	Gastech Drager X-AM 2000	CAL-OSHA
	Gasdetection Hazards Refresher - Tailgate	CAL-OSHA
	Operation Lifesaver: Safety at Railroad Crossings - Tailgate	CAL-OSHA
	Hand Tool Safety - Tailgate	CAL-OSHA
	Hard Hat Safety - Tailgate	CAL-OSHA
	Safety Awareness in the Workplace - Tailgate	CAL-OSHA
	Hearing Protection - Tailgate	CAL-OSHA
	Choosing & Using Eye & Face Protection - Tailgate	CAL-OSHA
	Choosing & Using Protective Headwear - Tailgate	CAL-OSHA
	Hand Safety/ Choosing & Using Work Gloves - Tailgate	CAL-OSHA
	Office Ergonomics - Tailgate	CAL-OSHA
	Repetitive Strain/ Motion Injuries - Tailgate	CAL-OSHA
	Slips, Trips & Falls - Tailgate	CAL-OSHA
	Ergonomic Safety - Tailgate	CAL-OSHA
	Foot Protection - Tailgate	CAL-OSHA
	Safety Attitude - Tailgate	CAL-OSHA
	Unsafe Condition Reporting - Tailgate	CAL-OSHA
	Paints Application Safety - Tailgate	CAL-OSHA
	Bench Grinder Safety Order #47 - Tailgate	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	Disc Grinder Safety Order #60 - Tailgate	CAL-OSHA
	High Pressure Waterjetting Equipment Safety - Tailgate	CAL-OSHA
	Gas - Compressed Cylinder Handling - Tailgate	CAL-OSHA
	Drum & Barrell Safety - Tailgate	CAL-OSHA
	Personal Protective Equipment - Tailgate	CAL-OSHA
	Effective Safety Inspections - Tailgate	CAL-OSHA
	Heat Stress/Exhaustion - Tailgate	CAL-OSHA
	Reporting Injury, Illness or Death - Tailgate	CAL-OSHA
	Pinch Hazards-Tailgate	CAL-OSHA
	Safety for Custodians - Tailgate	CAL-OSHA
	Holiday Safety - Tailgate	CAL-OSHA
	Methane Gas Awareness - Tailgate	CAL-OSHA
	Watch Out! Power Lines above! - Tailgate	CAL-OSHA
	Lightning Protection - Tailgate	CAL-OSHA
	Gloves and Oily Rags Barrels - Tailgate	CAL-OSHA
	Hazardous Waste Labels and Procedures- Tailgate	CAL-OSHA
	Water Safety- Tailgate	CAL-OSHA
	Rodding Machine Hand Injury - Tailgate	CAL-OSHA
	Heat Illness Prevention	CAL-OSHA
	Stairwell Safety- Tailgate	CAL-OSHA
	EPA Inspection : IIPP- Tailgate	CAL-OSHA
	NFPA's Hazard Rating Diamond - Tailgate	CAL-OSHA
	Hazardous Communication: Level 1 Right-To-Know - Tailgate	CAL-OSHA
	Hazardous Communication: Level 2	CAL-OSHA
	Hazardous Materials MSDS - Tailgate	CAL-OSHA
	Material Safety Data Sheets (MSDS) - Tailgate	CAL-OSHA
	Hazardous Communication: Level 3 - Tailgate	CAL-OSHA
	Chemical Safety - Tailgate	CAL-OSHA
	Sulfuric Acid Material Safety Data Sheet - Tailgate	CAL-OSHA
	Aqueous Ammonia Material Safety Data Sheet	CAL-OSHA
	H2S Gas- Tailgate	CAL-OSHA
	MSDS- Calcium Chloride- Tailgate	CAL-OSHA
	MSDS- Memclean EXA2- Tailgate	CAL-OSHA
	Ammonia- Hazards & Safe Work Practices- Tailgate	CAL-OSHA
	MSDS- Sodium Bisulfite- Tailgate	CAL-OSHA
	MSDS- Clarifloc Polymer- Tailgate	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	MSDS- Liquid Alum (Aluminum Sulfate) - Tailgate	CAL-OSHA
	MSDS: Sodium Hypochlorite- Tailgate	CAL-OSHA
	MSDS: CITRIC ACID- Tailgate	CAL-OSHA
	MSDS: Lubricating Grease- Tailgate	CAL-OSHA
	Know the Risks of Asbestos Exposure - Tailgate	CAL-OSHA
	Hazardous Energy Control - WCSD	CAL-OSHA
	Energy Safety - Tailgate	CAL-OSHA
	Lock Out/ Block Out - Tailgate	CAL-OSHA
	Hazardous Energy Control Program (HECP)	CAL-OSHA
	Hazardous Energy Control Program (HECP) - Field	CAL-OSHA
	Control of Hazardous Energy - WCSD - Tailgate	CAL-OSHA
	Hazard Assessment and Work Authorization Program	CAL-OSHA
	Hazard Assessment and Work Authorization Programs - Field Training	CAL-OSHA
	Assorted Air Contaminant Exposure - Tailgate	CAL-OSHA
	Wastewater Pathogens - Tailgate	CAL-OSHA
	Reducing Exposure to Puncture Wounds - Tailgate	CAL-OSHA
	Heat Stress/ Hot Weather Tips - Tailgate	CAL-OSHA
	Work Stress/ Running on All Cylinders - Tailgate	CAL-OSHA
	Stretching & Exercise - Tailgate	CAL-OSHA
	Bloodborne Pathogen Prevention - Tailgate	CAL-OSHA
	Restroom Care Video - Tailgate	CAL-OSHA
	Basic Janitorial Care Video - Tailgate	CAL-OSHA
	West Nile Virus Awareness Month - Tailgate	CAL-OSHA
	Heat Illness- Tailgate	CAL-OSHA
	Cold Weather Safety & Awareness- tailgate	CAL-OSHA
	Wash Your Hands- Give yourself a Hand- Tailgate	CAL-OSHA
	Effluent Pumping Plant - Mock Diversion	CAL-OSHA
	Train for Rain Secondaries Section	CAL-OSHA
	Procedures for Safety Supplies (SOP) -Tailgate	CAL-OSHA
	Electronic Injury Log Book form- Tailgate	CAL-OSHA
	Driving Safety Hyperion Treatment Plant - Tailgate	CAL-OSHA
	Arc Flash Awareness- Tailgate	CAL-OSHA
	Dewatering Control Room Operator Post	CAL-OSHA
	Digester Treatment Overview	CAL-OSHA
	TSF Digester Area 22 Post	CAL-OSHA
	Digester Area 23 Post	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	Safety Overview: Biological & Atmospheric Hazards	CAL-OSHA
	Safety Overview: Personal Protective Equipment	CAL-OSHA
	Safety Overview: Employees Safety Rights and Responsibilities	CAL-OSHA
	Safety Overview: HTP Emergency - Fire Prevention Plan	CAL-OSHA
	Safety Overview: Workers' Compensation	CAL-OSHA
	Safety Overview: HTP Injury Illness Prevention Program	CAL-OSHA
	Safety Overview: Volunteer Respirator Users	CAL-OSHA
	Plant Hydraulics	CAL-OSHA
	Rotating Equipment	CAL-OSHA
	Basic Electricity	CAL-OSHA
	Basic Mathematics	CAL-OSHA
	Basic Piping, Valves and Schematics	CAL-OSHA
	Instrumentation and Control	CAL-OSHA
	Basic Chemistry	CAL-OSHA
	Wastewater Technology and Biological Treatment	CAL-OSHA
	Wisard Data Entry	CAL-OSHA
	EMPAC - Enterprise Maintenance Planning and Control	CAL-OSHA
	Basic Preventive Maintenance	CAL-OSHA
	Basic Thermodynamic	CAL-OSHA
	General Operations Overview	CAL-OSHA
	2.6 Headworks Area 49 Post	CAL-OSHA
	3.7 Primaries 48 Post	CAL-OSHA
	Reactors & Clarifiers 1-4 and Service Water Facility	CAL-OSHA
	Reactors & Clarifiers 5-9 and IPS	CAL-OSHA
	Ladders & Scaffolds - Tailgate	CAL-OSHA
	Ladder Safety - Tailgate	CAL-OSHA
	Ladder Safety Presentation	CAL-OSHA
	Manlift	CAL-OSHA
	Manlift/ Basket Safety Video - Tailgate	CAL-OSHA
	Aerial Work Platform Employer Responsibilities - Tailgate	CAL-OSHA
	Scissor Lift Safety - Tailgate	CAL-OSHA
	Machine Shop Safety - Tailgate	CAL-OSHA
	Maintaining Janitorial Equipment - Tailgate	CAL-OSHA
	Basic Floor Maintenance - Tailgate	CAL-OSHA
	Basic Office Cleaning - Tailgate	CAL-OSHA
	Basic Restroom Cleaning - Tailgate	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	Wet Weather Preparedness and Operations Plan - Tailgate	CAL-OSHA
	Injury & Illness Prevention Program Training Requirements	CAL-OSHA
	Injury & Illness Prevention Program Overview - Tailgate	CAL-OSHA
	Hot Work Permit - BSP #26 - Tailgate	CAL-OSHA
	Hot Work Permit Class	CAL-OSHA
	Refuse Collection Radio Protocol - Tailgate	CAL-OSHA
	ABS: Anti-Lock Brake System/ Traction Control - Tailgate	CAL-OSHA
	Truck Cab Steps and Grab Handles - Tailgate	CAL-OSHA
	SRCD Diesel Fueling Procedures - Tailgate	CAL-OSHA
	Refuse Vehicle Loading Procedures - Tailgate	CAL-OSHA
	Speeding - Tailgate	CAL-OSHA
	Safe Landfill Driving Practices - Tailgate	CAL-OSHA
	Pre & Post Trip Inspection - Tailgate	CAL-OSHA
	CLARTS: "From Full to Empty"	CAL-OSHA
	LNG Awareness for Operators Refresher - Tailgate	CAL-OSHA
	Packer Mechanism Clean Out-Tailgate	CAL-OSHA
	Riding The Rear Step - Tailgate	CAL-OSHA
	Vehicle Tagout Procedure 2010	CAL-OSHA
	LOADBODY ENTRY LOCKOUT/TAGOUT PROGRAM	CAL-OSHA
	Safety Tips for Truck Drivers	CAL-OSHA
	Lifting and Container Moving Techniques - Tailgate	CAL-OSHA
	Roll-Off Unit Training	CAL-OSHA
	2010 Satellite Collection Vehicle	CAL-OSHA
	PPE - Personal Protective Equipment - tailgate	CAL-OSHA
	Hydraulic Packing Systems Lockout/blockout Program	CAL-OSHA
	Lifting Safety in Construction- Tailgate	CAL-OSHA
	RADIOACTIVE WASTE RESPONSE PROTOCOL	CAL-OSHA
	FORM 65-41 Rev-2 DRIVERS DAILY LOG	CAL-OSHA
	Container Contamination Notification Tag - Tailgate	CAL-OSHA
	Air Resource Board Clean Fuel Vehicle Identification Tag - Tailgate	CAL-OSHA
	Route Collection Procedures (ROUTING)	CAL-OSHA
	Solid Resources Collection Division Rules and Regulations Service Guide	CAL-OSHA
	Solid Resources Collection Division Rules and Regulations Service Guide- Refresher	CAL-OSHA
	Automated Can Removal Procedure	CAL-OSHA
	CLARTS: Rules & Regulations - Tailgate	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	AMREP Automated Side Loading Cart Locking Device	CAL-OSHA
	Chart LNG Vehicle Inspection Procedure	CAL-OSHA
	Specialized Vehicle: Front Loader Collection Vehicle RCV	CAL-OSHA
	Specialized Vehicle: GMC Two Member Rear Loader Collection Vehicle	CAL-OSHA
	Form 65-41-Drivers Daily Log (2013 Revision)	CAL-OSHA
	Customer Service - Enroute Operators	CAL-OSHA
	Kabota R420S Wheel Loader	CAL-OSHA
	Chainsaw Training	CAL-OSHA
	Refuse Truck Pre-Trip Truck Inspection 2014 (Video)	CAL-OSHA
	RCTO - Closed Course Vehicle Field Training	CAL-OSHA
	RTCO Driver Route Training - Field	CAL-OSHA
	Respiratory Fit Test	CAL-OSHA
	3M Airline Respirators	CAL-OSHA
	Annual Air Purifying Respirator/ Respiratory Protection Program	CAL-OSHA
	Scott Airline Respirators	CAL-OSHA
	Scott Self - Contained Breathing Apparatus (SCBA)	CAL-OSHA
	Respiratory Protection - Tailgate	CAL-OSHA
	SCBA Inspection Procedures - Tailgate	CAL-OSHA
	Your Respirator Protects You From Air Hazards - Tailgate	CAL-OSHA
	Dust Mask/ Respirator - Tailgate	CAL-OSHA
	Inspection-Cleaning-Sanitizing-Storing Air Purifying Respirators - Tailgate	CAL-OSHA
	Facial Hair & Safe Respiratory Use	CAL-OSHA
	ELSA-Emergency Escape Breathing Device- Tailgate	CAL-OSHA
	Lifting & Rigging	CAL-OSHA
	Fall Protection - Harness Safety Training/ Tailgate	CAL-OSHA
	Lifting & Rigging - Tailgate	CAL-OSHA
	Basic Rigging	CAL-OSHA
	Stormwater Pollution Prevention - Tailgate	CAL-OSHA
	TITP Wet Weather Plan - Tailgate	CAL-OSHA
	Traffic Control	CAL-OSHA
	Traffic Control Refresher	CAL-OSHA
	Traffic Safety/ Driving Safely/ Defensive Driving - Tailgate	CAL-OSHA
	Safe Refueling - Tailgate	CAL-OSHA
	Seat Belt Policy - Tailgate	CAL-OSHA
	Rainy/ Wet Weather Driving - Tailgate	CAL-OSHA
	Mounting and Dismounting - Tailgate	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	Vehicle Accident Reporting Procedures - Tailgate	CAL-OSHA
	Cell Phones & Driving - Tailgate	CAL-OSHA
	Investigation of Vehicle Accident - Tailgate	CAL-OSHA
	Watch the Road - Tailgate	CAL-OSHA
	Blood Pressure Requirements for Commercial Drivers - Tailgate	CAL-OSHA
	Defensive Driving For Government Employees DVD - Tailgate	CAL-OSHA
	Safe Landfill Driving - Tailgate	CAL-OSHA
	Random Alcohol & Drug Testing - Tailgate	CAL-OSHA
	Safe Driving on Treatment Plants - Tailgate	CAL-OSHA
	Director's Commercial Drivers' Safety Summit	CAL-OSHA
	Text Messaging Ban - Tailgate	CAL-OSHA
	How to recognize a Drunk Driver- Tailgate	CAL-OSHA
	Crosswalk Safety- Tailgate	CAL-OSHA
	Smith System for Advanced Driver Training	CAL-OSHA
	Trench Shoring & Construction Safety - Tailgate	CAL-OSHA
	High - Velocity Sewer Cleaners SOPs	CAL-OSHA
	Sewer Related Hazards/ Bureau Safety Policy #10 Rev 2 - Tailgate	CAL-OSHA
	Hand Rodding - Classroom	CAL-OSHA
	Hand Rodding - Field	CAL-OSHA
	Lifting Removal of Maintenance Hole and Hatch Covers - Tailgate	CAL-OSHA
	Standard Operational Procedures For Catch Basin Cleaning Crews - Tailgate	CAL-OSHA
	Portable Rod-Turning Machine - Classroom	CAL-OSHA
	Portable Rod-Turning Machine - Field	CAL-OSHA
	Catch Basin - Classroom	CAL-OSHA
	Catch Basin - Field	CAL-OSHA
	FLAGGING - Classroom	CAL-OSHA
	Continuous Rodding Sewer Cleaning Machine - Classroom	CAL-OSHA
	Continuous Rodding Sewer Cleaning Machine - Field Training	CAL-OSHA
	Combination / High Velocity Sewer Cleaning Equipment - Classroom	CAL-OSHA
	Combination / High Velocity Sewer Cleaning Equipment - Field	CAL-OSHA
	Introduction to Commercial Driver Training	CAL-OSHA
	Welding Safety - Tailgate	CAL-OSHA
	BEMS: Treatment Plant Solids Processing FAQ - Tailgate	EPA
	EMS Policy Statement- tailgate	City Policy
	EMS: Biosolids Fact Sheet #7: Biosolids & Aids- Tailgate	EPA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	EMS: Key Terminology- Tailgate	EPA
	EMS: Fact Sheet: Handling- tailgate	EPA
	EMS: Goals and Objectives- tailgate	EPA
	Oxygen - Tailgate	City Policy
	Chemical Safety: What is a Hazardous Chemical? - Tailgate	CAL-OSHA
	Personnel Policy #7 - Disciplinary Actions- Tailgate	City Policy
	City Policy: Hazing- Tailgate	City Policy
	Fraud Awareness & Abuse Prevention- Manatory Training	City Policy
	Earthquake Safety -Tailgate	City Policy
	Site Security - Tailgate	City Policy
	Emergency Reporting Instructions for TITP - Tailgate	City Policy
	Assembling a Disaster Kit - Tailgate	City Policy
	Emergency Response and the Disabled- Tailgate	City Policy
	Emerg Response: Home Preparedness- Tailgate	City Policy
	Emerg Response: Earthquake Prepare for Children- Tailgate	City Policy
	EMERG PREP: Emergency Preparation in Cars- Tailgate	City Policy
	Machine Safety - Tailgate	CAL-OSHA
	Home Fire Safety - Tailgate	City Policy
	Fire Watch Training - Bureau of Sanitation Safety Policy #26	CAL-OSHA
	Fire Safety/Handling Flammable liquids- Tailgate	CAL-OSHA
	OSHA Forklift Check List- Tailgate	CAL-OSHA
	CAL/OSHA Overview - Tailgate	CAL-OSHA
	Shift Work and Safety Problems-Tailgate	City Policy
	Power Outage at Home - Tailgate	City Policy
	Disease Hazards of Sewage- Tailgate	City Policy
	Safe Work Practices: Noise- Tailgate	CAL-OSHA
	Look Out for the New Worker- Tailgate	City Policy
	Hazardous Chemical Container/ Communication Fact Sheet - Tailgate	EPA
	DCT Business Plan - Tailgate	City Policy
	LAG Business Plan - Tailgate	City Policy
	Atmospheric Hazards (CSE)- Tailgate	CAL-OSHA
	MSDS: Xenon Gas- Tailgate	CAL-OSHA
	MSDS: Batteries for UPS at Various Locations- Tailgate	CAL-OSHA
	MSDS: Ferrous Chloride- Tailgate	CAL-OSHA
	Hazard Communication & Global Harmonizing System	CAL-OSHA
	Safe Work Practices: HAZCOM- Tailgate	CAL-OSHA

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	Hazardous Materials Incident Procedures - Tailgate	EPA
	Safety Policy #4: Hazard Controls and PPE- Tailgate	CAL-OSHA
	Hazardous Waste Management for Handlers	EPA
	HAZWOPPER 8 HR - Hazardous Waste Ops & Emergency Response	EPA
	HAZARDOUS WASTE MANAGEMENT FOR SITE SUPERVISORS & MANAGERS	EPA
	Smoking Cessation - Tailgate	City Policy
	Insect Awareness - Tailgate	City Policy
	Sprains, Strains & Muscle Spasms - Tailgate	City Policy
	Tsunami Awareness Month- Tailgate	City Policy
	Secondary Area: Effluent Pumping Plant Station Post Field Training	City Policy
	LO/BO Yellow Binder- Tailgate	City Policy
	LO/BO pad locks- Tailgate	City Policy
	Field Safety Tailgate Binder- Tailgate	City Policy
	Truck Loading Facility Contract Procedures- Tailgate	CAL-OSHA
	Techniques for Handling Irrate Customers- Tailgate	City Policy
	Ladder Safety - Tailgate	CAL-OSHA
	Holiday Party Information- Tailgate	City Policy
	Employee Mobility- Tailgate	City Policy
	California Water Boards- Tailgate	City Policy
	Wet Weather Preparedness and Operations Plan - Tailgate	City Policy
	Refuse Collection Radio Protocol - Tailgate	City Policy
	Portable Radio Procedures- Tailgate	City Policy
	Tire Hauler Training Workshop	City Policy
	ABS: Anti-Lock Brake System/ Traction Control - Tailgate	CAL-OSHA
	Truck Cab Steps and Grab Handles - Tailgate	CAL-OSHA
	Pre & Post Trip Inspection - Tailgate	CAL-OSHA
	Stormwater Pollution Prevention - Tailgate	City Policy
	TITP Wet Weather Plan - Tailgate	City Policy
	OTH-007: Solids Duties- Tailgate	City Policy
	Traffic Control	City Policy
	Safe Refueling - Tailgate	CAL-OSHA
	Mounting and Dismounting - Tailgate	City Policy
	Pedestrians, Bicycles & Motorcycles - Tailgate	City Policy
	Vehicle Accident Reporting Procedures - Tailgate	City Policy
	Calif DMV Professional Driver Law Update - Tailgate	City Policy

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	Safe Driving on Treatment Plants - Tailgate	City Policy
	Crosswalk Safety- Tailgate	City Policy
	Trench Shoring & Construction Safety - Tailgate	City Policy
	Valve Safety- Tailgate	City Policy
	High - Velocity Sewer Cleaners SOPs	City Policy
	Sewer Related Hazards/ Bureau Safety Policy #10 Rev 2 - Tailgate	City Policy
	Bereavement Leave: Personnel Directive #14- Tailgate	City Policy
	Appropriate Employee Conduct	City Policy
	Workplace Violence Prevention - Tailgate	City Policy
	Use of Controlled Substances in the Workplace - Tailgate	City Policy
	Bureau Policy-Computers and Data Communications Use -Tailgate	City Policy
	Harassment & Hazing in the Workplace - Tailgate	City Policy
	Attendance & Tardies City Policy - Tailgate	City Policy
	Outside Employment- Tailgate	City Policy
	Personal Directive #2: No Weapons at Work- Tailgate	City Policy
	Personnel Directive- Fraud, Waste & Abuse- Tailgate	City Policy
	Supv & Mgr: Domestic Violence Policy	City Policy
	Worker's Compensation Medical Treatment Benefits - Tailgate	City Policy
	Equal Employment Opportunity - Tailgate	City Policy
	SAP #52: Telephone Usage- Tailgate	City Policy
	Emergency Response Procedures: HTP - Tailgate	City Policy
	Emergency Response Procedures: LAG - Tailgate	City Policy
	Emergency Response Procedures:TITP - Tailgate	City Policy
	Emergency Response Procedures: WCSD - Tailgate	City Policy
	Emergency Procedures - Tailgate	City Policy
	Learn First Aid - Tailgate	City Policy
	CPR-AED & First Aid Basics (FAB) Combined Class	CAL-OSHA
	Great California Shake-Out Exercise - Tailgate	City Policy
	DCT/LAG Emergency Response Procedure (Combined)	City Policy
	Emergency Response Plan: Earthquake- Tailgate	City Policy
	Emergency Response Team: Initial Training	City Policy
	Earthquake and Tsunami Safety Awareness-Tailgate	City Policy
	Emergency Response Plan -Evacuation TITP - Tailgate	City Policy
	Emergency Response Plan- Haz-Mat Release Response- Tailgate	City Policy
	Emergency Response: Suspicious Mail- Tailgate	City Policy
	Disaster Service Worker Training	City Policy

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Public Works - Sanitation (cont.)	Disaster Services Worker Loyalty Oath	City Policy
	EOC: An Introduction to Incident Command System (ICS-100)	City Policy
	EOC: National Incident Management System (NIMS), An Introduction (ICS-700)	City Policy
	Bureau of Sanitation Safety Policies Manual - Tailgate	City Policy
	AIDS in the Workplace - Tailgate	City Policy
	Stress Management at Work	City Policy
	Diabetes Awareness Training - Tailgate	City Policy
	Sexual Harassment Policy of the City of Los Angeles - Tailgate	City Policy
Personnel	CCWC 12th Annual Conference	CA Code of Regulations 2592
	June Case Law Update - 2014	CA Code of Regulations 2592
	Ethical Claim Negotiation	CA Code of Regulations 2592
	Overview of Management of Chronic Pain	CA Code of Regulations 2592
	Annual Fraud Fighting Conference	CA Code of Regulations 2592
	Litigation Triggers	CA Code of Regulations 2592
	2014 CA WC & Risk Conference	CA Code of Regulations 2592
	Pearl of a Seminar: Fall Rating Extravaganza	CA Code of Regulations 2592
	Initial Investigation Training	CA Code of Regulations 2592
	Psych Claims, Heart Cases, & Impairment Rating	CA Code of Regulations 2592
	Kaiser On-The-Job, Medical Provider Network	CA Code of Regulations 2592
	COSIPA Let the Board Games Begin	CA Code of Regulations 2592
	2014 Los Angeles Employment & WC Law Seminar	CA Code of Regulations 2592
	Chat with the Chief, Jon Wroten, Office of Self-Insurance Plans	CA Code of Regulations 2592
	23rd Annual National WC & Disability Conference & Expo	CA Code of Regulations 2592
	Criminal Healthcare Insurance Fraud	CA Code of Regulations 2592
	41st Annual PARMA Conference, The Rhythm of Risk	CA Code of Regulations 2592
	22nd Annual DWC Educational Conference	CA Code of Regulations 2592
	Workers' Compensation Fraud - Identify It & Fight It	CA Code of Regulations 2592
	Case Law Update	CA Code of Regulations 2592
	2015 Employer Seminar & Annual Meeting	CA Code of Regulations 2592
	COSIPA Work Comp Network	CA Code of Regulations 2592
	Here Here-Audiology, Hearing Loss and Hearing Claims	CA Code of Regulations 2592
	Defending Psychiatric Claims	CA Code of Regulations 2592
	2015 Legislative Advocacy Efforts	CA Code of Regulations 2592
	Almaraz Guzman, Complex or Extraordinary Injuries	CA Code of Regulations 2592
	Redefining Workers' Comp: Health Plan & Wellness Integration	CA Code of Regulations 2592

Mandated Training Courses by Department

DEPARTMENT	TOPIC/COURSE NAME (For single-course requirements)	MANDATE (Law, policy, or regulation)
Personnel (cont.)	Reasonable Accommodation	CA Code of Regulations 2592
	Navigating the Workers' Comp Waters	CA Code of Regulations 2592
	The 2015 Big Fraud Fighting Conference	CA Code of Regulations 2592
	2015 WC Drug Trends	CA Code of Regulations 2592
	Wild Wild West	CA Code of Regulations 2592
	Life Care Planning	CA Code of Regulations 2592
	Medical Case Management in CA Workers' Compensation	CA Code of Regulations 2592
	Osteomyelitis	CA Code of Regulations 2592
	Return to Work	CA Code of Regulations 2592
	Upper Extremity Injuries	CA Code of Regulations 2592
	Anatomy of the Elbow	CA Code of Regulations 2592
	Anatomy of the Hand and Wrist	CA Code of Regulations 2592
	Anatomy of the Shoulder	CA Code of Regulations 2592
	Ethics in Healthcare	CA Code of Regulations 2592
	Life Care Planning	CA Code of Regulations 2592
	Medical Case Management in CA WC	CA Code of Regulations 2592
	PTSD and Malingering	CA Code of Regulations 2592
	Return to Work	CA Code of Regulations 2592
	Sepsis: A Deadly Encounter	CA Code of Regulations 2592
	Fraud Awareness Training - Waste, Fraud and Abuse	Administrative Code
Planning	Disaster Service Worker (DSW) Program	Mayor's Executive Directive #16
	Fraud Awareness Training	Changes to Admin Code
Public Works - Street Lighting	Disaster Service Worker	Executive Directive No. 14 on El Niño Preparedness, Response, and Recovery
	Fraud Waste and Abuse	Admin Code
Public Works - Street Services	Disaster Service Worker (DSW) Training	
	Ethics Online Training/Statement of Economic Interests	
Transportation	IS 700 National Incident Mgmt System (NIMS) An Introduction	Mayor's Directive # 18
	Disaster Service Worker Program (DSWP) on-line training	Mayor's Directive # 16

Employees Receiving Tution Reimbursement

EMPLOYEES BY DEPARTMENT					
FUNDING	General Fund	General Fund	General Fund	Special Fund	Special Fund
WORKFORCE CATEGORY	Airports	City Employee Retirement System	Pension	Public Works - Contract Administration	Public Works - Engineering
Officials & Administrators	1	1	1	1	25
Professionals	43	2	1	50	18
Para-Professionals	0	2	0	0	5
Administrative Support	39	2	1	4	20
Technicians	0	0	0	0	6
Skilled Craft	6	0	0	0	2
Protective Services	30	0	0	0	5
Service Maintenance	2	0	0	0	3
TOTAL	121	7	3	55	84
CITYWIDE TOTAL	270				