

CHAPTER 34
TRAINING AND DEVELOPMENT ASSIGNMENTS

REVISED FEBRUARY 2021

TABLE OF CONTENTS

<u>GENERAL</u>	34-3
Authority	34-3
Purpose	34-3
<u>GUIDELINES</u>	34-4
Eligibility.....	34-4
Training and Development Assignment Classification.....	34-4
<u>SELECTION PROCESS FOR TRAINING AND DEVELOPMENT ASSIGNMENTS</u>	34-5
<u>COMPLETION OF A TRAINING AND DEVELOPMENT ASSIGNMENT</u>	34-5
<u>TERMINATION</u>	34-5
<u>RELOCATION EXPENSES</u>	34-5
<u>PROCEDURES</u>	34-6
<u>ANNEX</u>	
<u>A</u> – CHP 56, TRAINING AND DEVELOPMENT ASSIGNMENT	34-7

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 34

TRAINING AND DEVELOPMENT ASSIGNMENTS

1. GENERAL.

a. Authority. Government Code Section 19050.8 and California Code of Regulations (CCR), Title 2, Section 438.1, authorize the temporary loan or assignment of employees within or between departments for periods not to exceed two years for the purpose of training. Training and Development (T&D) assignments for employees in a less than full-time base position may continue until they reach the equivalent of two full-time years in any 36-month time period.

b. Purpose.

(1) A T&D assignment is voluntary and may involve the performance of duties of a classification other than the employee's appointed classification. Per CCR, Title 2, Section 439, a T&D assignment shall be designed to provide employees the opportunity to obtain any or a combination of the following:

(a) Experience necessary to satisfy the experience component of the minimum qualifications of the T&D classification and/or gain competencies for the preferred or desirable qualifications of the T&D classification.

(b) Broader or more specialized competencies that will improve the employee's performance in their current position and classification.

(c) Prepare the employee for future promotion.

(d) Facilitate the employee's entry into a new occupational or career-related field.

(2) To prevent a loss in salary upon voluntary transfer to a deep classification. A deep classification is one which has more than one range and an employee moves from one range to the next by meeting the experience requirements listed in the alternate range criteria (e.g., Staff Services Analyst). The employee gains status in each range; therefore, each range of a deep classification is considered a separate classification for salary movement. The T&D assignment is, for a period of time, sufficient to meet the next higher alternate range criteria, not to exceed 24 months.

2. GUIDELINES. The following guidelines shall be used in determining the appropriateness of a T&D assignment.

a. Eligibility. Per CCR, Title 2, Section 439.1, eligibility for T&D assignments shall be limited to:

(1) Employees who have permanent status in their current classification. The employee may, but is not required to, satisfy the minimum qualifications of the T&D classification; the employee shall possess any licensure, certificate, or similar credential that is a component of the minimum qualification.

b. Training and Development Assignment Classification. Per CCR, Title 2, Section 439.2, T&D assignments may be made to any of the following classifications:

(1) The same classification as the employee's current classification, but a different position.

(2) A different classification with substantially the same salary range as the employee's "from" classification.

(3) A different classification with a promotional salary range provided that:

(a) The higher salaried class is the class in the employee's desired occupational area that will provide the appropriate training experience.

(b) There is not another class nearer in salary to the employee's current class that will provide the appropriate training experience. If such a class exists, that class shall be used for purposes of the T&D assignment.

(c) The higher salaried class is not in the same class series as the employee's current class, unless the T&D assignment involves an apprenticeship program approved by the Department of Industrial Relations Division of Apprenticeship Standards.

(4) A different classification with a demotional salary range provided that the assignment to the lower class is not used where other action, such as voluntary demotion, medical demotion, corrective action, or disciplinary action, is relevant to the employee's situation.

3. SELECTION PROCESS FOR TRAINING AND DEVELOPMENT ASSIGNMENTS.

a. The opportunity for T&D assignments shall be competitive and advertised, unless the assignment is to prevent loss of salary as described in section 1.b.(2) above.

(1) During a T&D assignment, the employee retains the salary of their former classification.

4. COMPLETION OF A TRAINING AND DEVELOPMENT ASSIGNMENT. In accordance with CCR, Title 2, Section 439.4, after the completion of a T&D assignment, the employee has an absolute right of return to their former position. The experience and training earned in the T&D assignment may be used by the employee to satisfy the minimum qualifications for a classification.

a. An employee who successfully completes a T&D assignment may be appointed to the same position in which they served the T&D assignment, provided all of the following apply:

(1) The appointment is by way of transfer, list appointment, or demotion.

(2) The employee satisfies the minimum qualifications of the classification.

(3) The employee competed for the assignment and the assignment was advertised, unless otherwise exempted.

5. TERMINATION. A T&D assignment may be terminated for any reason and at any time by:

a. The appointing power, the California Department of Human Resources, or the employee.

6. RELOCATION EXPENSES. Relocation expenses are not authorized for T&D assignments.

7. PROCEDURES. The procedures for requesting to fill a position by a T&D assignment are as follows:

a. A CHP 56, Training and Development Assignment, form must be completed by the commander and routed through channels to Selection Standards and Examinations Section (SSES), Classification and Hiring (CH), as part of the

eligibility verification process. For an example of this form, refer to Annex A of this chapter.

- b. The CH analyst will review the T&D assignment to determine if it meets all standard requirements. If approved by the CH analyst, the request will be routed to the SSES commander for approval. The original T&D assignment will be retained in CH. Approved copies will be routed to the originating commander; the employee; and Human Resources Section, Personnel Transactions Unit.
- c. A T&D assignment not meeting standard criteria will be returned through channels to the originating commander for revisions, if warranted.
- d. Any subsequent change or revision of an approved T&D assignment must be submitted to SSES, CH.

ANNEX A

CHP 56, TRAINING AND DEVELOPMENT ASSIGNMENT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL TRAINING AND DEVELOPMENT ASSIGNMENT CHP 56 (Rev. 04-20) OPI 097	
NAME (LAST, FIRST, M/I) Smith, Mary A.	I.D. NUMBER A99999
CURRENT CLASSIFICATION Associate Governmental Program Analyst	CURRENT POSITION NUMBER 388-900-5393-700
PROPOSED TRAINING AND DEVELOPMENT ASSIGNMENT CLASSIFICATION Associate Personnel Analyst	PROPOSED LOCATION CODE 097
PERIOD OF TRAINING AND DEVELOPMENT ASSIGNMENT (NOT TO EXCEED TWO YEARS) June 1, 2020 to May 31, 2022	
DESCRIPTION OF THE DUTIES AND GOALS OF THE TRAINING AND THE TRAINING AND DEVELOPMENT METHOD(S) USED DURING THE TEMPORARY ASSIGNMENT <p>The employee will gain the required experience needed to satisfy the minimum qualification requirements of the Associate Personnel Analyst (APA) classification as a Classification and Hiring analyst through hands-on training and experience during the Training and Development (T&D) assignment. Training will be provided from the supervisor and peers, and by attending trainings through the California Department of Human Resources (CalHR), the State Personnel Board, and online trainings.</p> <p>The employee will gain technical personnel experience through reviewing and analyzing classification requests, duty statements, organizational charts, and position action requests; assisting hiring supervisors with recruitment concerns and advertising positions; reviewing and analyzing out-of-class and T&D assignment requests; conducting salary determinations; working on special personnel-related projects; and providing consultation to hiring supervisors on complex personnel-related issues.</p> <p>The complete set of job duties are attached in the CHP 129, Duty Statement, for the APA position. At the conclusion of the T&D assignment, the employee will have gained the required knowledge, skills, abilities, and experience to be able to take the APA examination.</p> <p>The T&D assignment may be terminated at any time by the Department, CalHR, or the employee; the employee will have an absolute right of return to their former position.</p>	
A layoff will not become necessary as a result of this Training and Development Assignment and relocation expenses are not authorized.	
APPROVAL SIGNATURES	
EMPLOYEE	DATE
REQUESTING-COMMANDER (OR DESIGNEE)	DATE
CLASSIFICATION AND HIRING ANALYST	DATE
CLASSIFICATION AND HIRING MANAGER	DATE
SELECTION STANDARDS AND EXAMINATIONS SECTION COMMANDER	DATE
Destroy Prior Editions Chp56_04-20.pdf	

THIS PAGE INTENTIONALLY LEFT BLANK