

CHAPTER 9
CAREER DEVELOPMENT PROGRAM
REVISED MARCH 2023
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CHAPTER 9
CAREER DEVELOPMENT PROGRAM

1. GENERAL.

- a. Contingent upon availability of funds within the Division's out-service training allocation, the Department may assist interested employees in the development of their career potential. This will be accomplished by providing a Career Development Program which will give the employee the opportunity for self development and assist the Department in achieving its mission by enhancing employee effectiveness.
- b. The Department may assist employees in defraying the cost of education or training when it is related to the employee's career goals within the Department.
- c. Employees desiring to participate in the Career Development Program shall have an approved Career Development Plan (CDP) on file with their Division prior to participation in departmentally funded training or educational programs. The CDP shall be prepared on the CHP 51, Memorandum.
- d. When employees promote and/or transfer, Divisions are responsible for forwarding the CDP to the employee's new Division, if applicable.

2. RESPONSIBILITIES.

- a. Employee. Employees are responsible for identifying their career goals and developing their skills in order to facilitate their efforts toward promotion by:
 - (1) Identifying and establishing their career goals.
 - (2) Developing personal skills and interests.
 - (3) Developing a plan to facilitate achieving their career development goals. (Refer to Annex A for sample CDP.)
- b. Supervisors/Managers. It is the responsibility of all supervisors and managers to:
 - (1) Assist interested subordinates in the preparation of a CDP.
 - (2) Provide guidance and identify resources aimed at achieving personal career development goals.

(3) Ensure the CDP supports the Department's mission and mutually benefits both the Department and the employee.

c. Organizational Development Section. It is the responsibility of the Organizational Development Section (ODS) to assist a commander in identifying training opportunities for interested employees, when requested.

3. ELIGIBILITY. All permanent, full-time employees of the Department are eligible to participate in the CDP.

4. ACCOUNTABILITY FOR TRAINING TIME. Course attendance should normally be on the employee's personal time; however, depending upon the needs of the Department, commanders are encouraged to authorize one of the following:

a. Adjustment of work schedules to attend training during normal work hours, provided the employee works the number of hours required for the normal work schedule.

b. The use of vacation, Compensating Time Off, or other appropriate credits for employee course attendance.

5. PLAN PREPARATION.

a. The CDP shall include the following:

(1) Identification of skills and interests possessed by the employee.

(2) Identification of developmental needs.

(3) Proposed training and/or developmental processes to be accomplished.

(4) Time frames.

(5) Evaluation criteria.

b. The CDP shall be reviewed by the employee's commander in accordance with the departmental performance evaluation process. If approved, the command shall file a copy in the employee's personnel folder.

c. The command shall forward the original CDP to Division for review and final approval within fifteen (15) business days. Once approved at the Division level, a

copy shall be provided to the Division Out-Service Training Coordinator (DOSTC); a second copy shall be forwarded to the ODS for information purposes only.

6. FUNDING FOR APPROVED CAREER DEVELOPMENT TRAINING.

a. Tuition Assistance.

(1) For the purposes of this chapter, “term” is defined as a period of time, usually a semester or quarter, during which a course of study is taken.

(2) Approval for state reimbursement shall be contingent upon review of past performance appraisals by the command. Only employees who have been rated as “meeting standards” in all critical tasks shall be authorized to participate.

(3) Reimbursement for all postgraduate level degree programs shall require prior approval from the Office of the Commissioner.

(4) Uniformed–Represented; Nonuniformed-Represented, Supervisors, and Confidential Employees. **Contingent upon availability of out-service training funds**, the Department may fund 50 percent of tuition and textbook expenses up to \$150 per term and a maximum of \$450 per fiscal year. This funding may be granted for approved college or university courses or appropriate out-service training courses. **Travel, per diem, and parking shall not be paid.**

(5) Nonuniformed/Uniformed Designated Managerial and Uniformed Supervisors. **Contingent upon availability of out-service training funds**, the Department may reimburse 100 percent of tuition and textbook expenses up to \$400 per term and a maximum of \$1,200 per fiscal year. This funding may be granted for approved college or university courses or appropriate out-service training courses. **Travel, per diem, and parking shall not be paid.**

b. Requesting Out-Service Training Funding for Tuition and Textbook Expenses. A CHP 50, Request for Out-Service Training, approved at the command and Division level, is required for each course.

(1) The command, prior to approving the CHP 50, should contact the DOSTC to determine if there are any current restrictions on the expenditure of out-service training funds or other fiscal considerations that might affect the approval of the employee’s CHP 50, which should include:

- (a) Executive Management-mandated expenditure freeze.
- (b) Insufficient monies remaining in the Division out-service training allocation.

(2) At least 30 days prior to the start of instruction, the command-approved CHP 50 shall be provided to the DOSTC. (Refer to Chapter 8, Out-Service Training, of this manual.)

c. Reimbursement Procedure.

(1) Upon completion of each course, the employee shall submit a reimbursement claim on the California Automated Travel Expense Reimbursement System (CalATERS Global) for the cost of tuition and textbooks. Refer to Highway Patrol Manual 11.1, Administrative Procedures Manual, Chapter 2, Travel Advances and Expense Claims, for additional details regarding CalATERS Global. All receipts and one copy of the Division-approved CHP 50 shall be attached.

(2) Employees are also required to attach certification of successful completion of the course work (report card, certificate, etc.) to the reimbursement claim.

(a) Employees shall not be reimbursed for college or university courses in which a minimum "C" (2.0) final grade has not been achieved.

(b) Employees shall not be reimbursed for any course from which they withdraw or otherwise fail to complete.

ANNEX A
CAREER DEVELOPMENT PLAN

State of California

Transportation Agency

M e m o r a n d u m

Date: December 20, 2021

To: Auburn Area
Attention: (Name of Employee)

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Auburn Area

File No.: 095.A11939.A17766

Subject: CAREER DEVELOPMENT PLAN

In accordance with Highway Patrol Manual 70.13, Departmental Training Manual, I have prepared a career development plan as follows:

Career Objectives

It is my goal to move into the classifications of Staff Services Analyst, Associate Governmental Program Analyst, and eventually into the Staff Services Manager series.

Identification of Skills and Interests

Prior to employment with the California Highway Patrol, I obtained an associate of arts degree from Sierra Hills Community College. Since employment, I have begun working on my bachelor of arts (BA) degree from the same college, with a goal toward a degree in business administration. I am presently enrolled in an English 1A class to improve my writing skills.

I have served on the Clerical Advisory Committee as the representative from the clerical field. I have also attended the Department's Academy Instructor Certification Course and am currently teaching Presentation Skills in the Staff Analyst Development Course.

Identification of Developmental Needs

I request to be considered for any courses or seminars being offered which would help prepare me for advancement into the classifications shown above. I believe my past experience and additional training in the following areas would be extremely beneficial in attaining my ultimate goal:

1. Production of completed staff projects.

Safety, Service, and Security
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ANNEX A

CAREER DEVELOPMENT PLAN (*continued*)

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2. Application of supervisory/management concepts.
3. Interpreting and editing written material.
4. Making oral presentations.
5. Preparing written communications.

Proposed Training and Developmental Process

I intend to join Toastmasters and attend any available public speaking classes in order to improve my oral presentation skills. Beginning with the next semester, I will enroll in classes at California State University, Sacramento in order to obtain my BA degree and broaden the scope of my knowledge in supervision and management, as well as to provide me with additional experience in preparing written material. I will seek out a variety of assignments in order to increase the breadth of my departmental experience.

Time Frames

1. Promotion to Staff Services Analyst - Within 18 months.
2. Degree in business administration - Within two years.
3. Promotion to Associate Governmental Program Analyst - Within four years.
4. Promotion to Staff Services Manager - Within six years.

Evaluation Criteria

Evaluation of training effectiveness shall be made by my immediate supervisor. Progress achieved by the completion of academic courses and on-the-job training will be gauged by the increase in difficulty and complexity of tasks assigned and completed. A secondary measure of my training's effectiveness will be my placement on the eligibility lists after competing in promotional examinations.

ANNEX A

CAREER DEVELOPMENT PLAN *(continued)*

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Requests for training will be coordinated with my Division Out-Service Training Coordinator to ensure training is consistent with my career plan goals.

A. WINDSOR
Staff Services Manager II

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