Solano County Department of Human Resources

To register: Contact Dept/Division Training Coordinator

County-Mandated Training Chart
Supervisors and Managers

DOH	Date of Hire
EEs	Employees
OES	Office of Emergency Services
SP	Self-Paced

Supervisor Union Codes: 4, 6, 8, 14, 15
Manager Union Codes: 16, 16C, 16X, 17, 18, 19S, 19E, 60, 61, 62, 62C, 63

Training Name and Course Code	On-Line	Classroom	Length	Frequency	Comments
1. ADA Training for Supervisors & Mgrs **(Classroom) HRR002**		√	3 hrs	Once	**A**mericans with **D**isabilities **A**ct (**ADA**)
2. Customer Service Foundations Training **(Classroom) HRA110** **(Online) HRO110**	√	√	3 hrs	Once	With supervisor approval, EEs who work less than 20 hours per week are excused. Online class through Vector Solutions is titled: **"Customer Service Foundations"** *Course is located in the Self-Assign Area* Go to website: **http://www.targetsolutions.com/solanocounty**
3. Driver Training Program Recurring training; required every 4 years if EE drives on County business (Personal or County vehicle). **(Online)**	√		SP	**4 yrs**	Online classes through Vector Solutions (12 courses): Go to website: **http://www.targetsolutions.com/solanocounty**; click on Self-Assign Link in Vector Solutions. Course titles begin with **"Driver Program"**. **Courses are 30 minutes in length. Must be completed within 6 months.**
4. Diversity Training (Workplace Diversity) **(Online) HRA125**	√	√	SP	Once	Online class through Vector Solutions is titled: "Workplace Diversity" Go to website: **http://www.targetsolutions.com/solanocounty**

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5. Sexual Harassment Prevention Training Timed: 2-hour minimum requirement per AB1825 **(Classroom) HRA080 ---(Online) HRA100**	√	√	SP 2 hrs	**2 yrs**	Online class through Vector Solutions is titled: "Anti-Harassment for Supervisors and Managers - California" "Training - Solano County – EEO Policy" ****Staff must complete online class and review/sign County EEO Policy electronically to receive credit for completing the course**** **http://www.targetsolutions.com/solanocounty**
6. Workplace Violence Prevention Training **(Classroom) HROWPT ----(Online) HRAWPO**	√	√	SP	**2 yrs**	Online class through Vector Solutions is titled: "Workplace Violence Prevention-Solano County" **http://www.targetsolutions.com/solanocounty**
7. Compliance Training (Federal mandate-standards of conduct **(Classroom) HRR018**	√	√	2 hrs	Once	Online through Vector Solutions.

Revised 5-25-21

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8. NIMS Training (**N**ational **I**ncident **M**anagement **S**ystem) • Classroom sessions **SHFN02 or SHFN03 offered before 9/2011** satisfies online classes ICS 100.c, ICS-200.b, IS-700.b, IS-800.c **Everyone takes the following basic courses:** **SHF100:** ICS-100 **SHF200:** ICS-200 **SHF700:** IS-700 **Anyone assigned to EOC (Emergency Operations Center), or Department Operations Center, (DOC will have to take the following additional trainings:** • IS-701.a, IS-706, and IS-800.c - offered online (see links in comments section), and • ICS 300 and ICS 400 **offered only in classroom sessions** *OPTION:* For staff assigned to the EOC and DOC, periodically, the Sheriff OES will offer a classroom session, called **SEMS**, where you can take **ICS-100.c, ICS-200.b, IS-700.b, IS-701.a, IS-706, and IS-800.c** in a one day classroom session. *The Sheriff OES will advertise when the classroom trainings are available for the **SEMS** and ICS 300/400 Courses.*	√		SP	Once	**FEMA website; not Vector Solutions** Course: ICS-100 https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c Course: ICS-200 https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c Course: IS-700 https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b Course: ICS-701 http://training.fema.gov/is/courseoverview.aspx?code=IS-701.a Course: IS-706 http://training.fema.gov/is/courseoverview.aspx?code=IS-706 Course: IS-800 https://training.fema.gov/is/courseoverview.aspx?code=IS-800.c Questions- contact Christine Castillo, OES Sergeant, (707) 784-1612. Send copy of completed certificates to **Jennifer Isaac** via email or inter-office mail. Employee retains original as proof of completion.

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HR Leadership Essentials classes: **9. Interview & Hiring Guidelines (Classroom) HRA124**		√	3 hrs	Once	
10. Principles of Safety & Risk Management (Classroom) HRA119		√	3 hrs	Once	
11. Conducting Effective Employee Evaluations (Classroom) HRA112		√	3.5 hrs	Once	
12. Discrimination & Harassment Prevention Laws (Classroom) HRA120		√	3 hrs	Once	
13. Progressive Discipline Processes (Classroom) HRA117		√	3 hrs	Once	
14. COVID 19 Employee Certification Training	√		SP	Once	

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Vector Solutions – **Please note:** New employees are entered into Vector Solutions systems after their new hire paperwork has been processed in PeopleSoft, which may take up to 1 - 2 weeks. If you have questions or have trouble logging into Vector Solutions, please contact HR Training Division at, HRTraining@solanocounty.com, Barbara Poundstone, BLPoundstone@solanocounty.com, ext. 3224 or Frances Stokes, fmstokes@solanocounty.com, ext. 3132.					