

Human Resources Memorandum

SUBJECT: Leadership Training Requirements	NUMBER: HR 17-003
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DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

The California Department of Human Resources (CalHR) Personnel Management Liaison Memorandum (PML) [2016-028](#), dated October 7, 2016, outlines new training requirements for State leaders. Expanded training with new continuous learning requirements for supervisors, managers, and Career Executive Assignment employees (CEA) were enacted as part of Senate Bill 848 (2016) that amended Government Code 19995.1. Based on the guidance provided in this Government Code section, the department established Continuing Education for Leaders (CEL) leadership and supervisory requirements as follows:

1. Supervisors promoted to manager positions must complete 40 hours of leadership training during their first 12 months after appointment. The training stresses competencies to assist in the successful transition from supervisor to manager. Consult the "CBID" column of the pay scale [spreadsheet](#) (opens in Excel) to identify classifications designated as manager vs. supervisor.
2. Managers promoted to CEA positions must complete 20 hours of executive leadership training within 12 months after appointment. This training emphasizes the transition from manager to executive leader.
3. All supervisors, managers, and CEAs must complete, in addition to the initial training after appointment, 20 hours of leadership training every two years. This continuing education may include classroom, e-learning, mentoring, job-shadowing, or other structured and documented learning. Instructions for documentation and tracking are available in [LEARN](#).
4. CEL training should target one or more [DFW leadership competencies](#) and address individual development needs and/or performance expectations for the position. Other mandated training (for examples, Ethics, or Sexual Harassment Prevention training) should not be included to meet the 20 hours of continuing education.

These new requirements are in addition to the existing requirement that any new State supervisor, including first-line supervisors, managers, and CEAs, must complete Basic Supervision training (80 hours) during their probationary period. Human Resources Branch/Office of Training and Development (HRB/OTD) provides this training in January (week one) and March (week two) and plans to expand this offering.

Supervisors are responsible for ensuring their affected staff comply with these requirements. CDFW leaders should consider the Continuing Education for Leaders (CEL) requirements during Performance Appraisal Summary (PAS) discussions due every February. PAS forms will be modified to reflect these changes and will remind leaders to complete this important leadership training. OTD will provide information about opportunities to complete CEL and will track completion in the LEARN system.

CalHR is developing guidelines for departments to implement these new requirements. For questions regarding these requirements or any training and development programs, please contact OTD at 916-928-8330.