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# MEMORANDUM

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Date: May 24, 2022

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: Jan Leshar   
County Administrator

Re: **Additional Information for the Board of Supervisors June 7, 2022 Board Meeting – Proposed Changes to Board Policy D23.6 Personnel Administration – Classified Service – Essential Training**

Supervisors have a direct impact on the workplace to include effects on employee retention, turnover, employee morale, and productivity. In keeping with our desire to remain competitive in the market and invest in employees, I am recommending mandatory training for all newly hired and promoted supervisors to Pima County. The required training consists of:

- Four-part course in Fundamentals in Supervision,<sup>1</sup> (within 90 days of hire)
- Management Essentials (within 120 days of hire); and,
- Conversational Capacity,<sup>2</sup> (within 180 days of hire).

Current supervisors are permitted to take any of the above-mentioned courses, with the approval of their Appointing Authority. Additionally, the Ken Blanchard course of Coaching Essentials will also be available to current supervisors who wish to refresh their leadership skills. Contact Human Resources Training and Development website or the next eScoop for more information.

Changes to the proposed policy will allow for training opportunities, whether mandatory or voluntary, for all employees, both classified and unclassified.

JKL/vm

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco Garcia, MD, MPH, Deputy County Administrator and Chief Medical Officer  
Health and Community Services  
Cathy Bohland, Director, Human Resources

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<sup>1</sup> These courses are specific to Pima County and created by the Human Resources Training and Development Team. It consists of County rules, policies, and procedures, Family and Medical Leave Act and Americans with Disabilities Act, performance management and progressive discipline.

<sup>2</sup> Management Essentials and Conversational Capacity are courses created by Ken Blanchard Companies and they help prepare out managers on how to coach, develop, support, and engage their teams.