



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 6/7/2022

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

Proposed Changes to Board of Supervisors Policy D23.6 Personnel Administration – Classified Service - Essential Training

***Introduction/Background:**

Proposed revisions to Board of Supervisors Policy D23.6 Personnel Administration – Classified Service – Essential Training.

***Discussion:**

1) Changed title from “Personnel Administration – Classified Service – Essential Training” to “Employee Essential Training” so that the policy applies to all County employees. 2) Expanded the Purpose of the policy to include enhancement of employee development and increasing efficiency. 3) Added the employee OnBoarding Program to the list of available Programs.

***Conclusion:**

The revisions are required to align policy with practice.

***Recommendation:**

That the Board of Supervisors approve Board of Supervisors Policy D23.6 Employee Essential Training modifications as outlined, to become effective upon approval.

***Fiscal Impact:**

None.

***Board of Supervisor District:**

1 2 3 4 5 All

Department: Human Resources

Telephone: 520-724-2732

Contact: Jason D Parrish

Telephone: 520-724-3365

Department Director Signature: _____

Date: _____

5/20/2022

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____

5/20/2022



**PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY**

LEGISLATIVE

Subject:

**PERSONNEL ADMINISTRATION - CLASSIFIED SERVICE
EMPLOYEE ESSENTIAL TRAINING**

**Policy
Number**

D 23.6

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PURPOSE

The purpose of this policy is to **AFFIRM THE COUNTY'S COMMITMENT TO PROVIDE TRAINING OPPORTUNITIES FOR EMPLOYEES TO ENHANCE THEIR SKILLSETS, IMPROVE EMPLOYEE ENGAGEMENT AND RETENTION, AND INCREASE OPERATIONAL EFFICIENCY.** ~~comply with the regulations applicable to the standards for a merit system of personnel administration as set forth by the Federal Office of Personnel Management and authorized in the Arizona Revised Statutes.~~

BACKGROUND

A variety of human resource approaches are currently available to support training and development opportunities for all County employees. Among these are:

1. In-house training programs designed to introduce or enhance necessary job-related skills (i.e., management and supervisory training, employee workshops and computer training);
2. The Educational Reimbursement Program available to assist those individuals seeking technical/professional certification or academic pursuits, when funding is available;
3. Departmental financial support for attendance at job-related seminars and conferences;
4. The Trainee Program designed to assist departments with hard-to-fill positions or employees desiring upward movement;
5. The New Employee **ONBOARDING** ~~orientation~~ Program designed to enhance employee awareness about Pima County --- its services, programs, policies and rules, benefits, employee organizations, etc.;
6. Internal promotion opportunities as seen through County-only announcements and policies related to the employee application process; and
7. Other related approaches such as cross-training, job enrichment and informal mentor relationship opportunities with departments.

POLICY

It is the policy of the Board of Supervisors that:

Appropriate training opportunities will be available to employees commensurate with the needs of the County, service to the public, and available funding.

Effective Date: October 30, 1990

Subject:

~~PERSONNEL ADMINISTRATION — CLASSIFIED SERVICE —~~
EMPLOYEE ESSENTIAL TRAINING

**Policy
Number**

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D 23.6

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Revised Date: July 7, 2009
REVISED DATE: JUNE 7, 2022



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject:

EMPLOYEE ESSENTIAL TRAINING

**Policy
Number**

D 23.6

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PURPOSE

The purpose of this policy is to affirm the County's commitment to provide training opportunities for employees to enhance their skillsets, improve employee engagement and retention, and increase operational efficiency.

BACKGROUND

A variety of human resource approaches are currently available to support training and development opportunities for all County employees. Among these are:

1. In-house training programs designed to introduce or enhance necessary job-related skills (i.e., management and supervisory training, employee workshops and computer training);
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3. Departmental financial support for attendance at job-related seminars and conferences;
4. The Trainee Program designed to assist departments with hard-to-fill positions or employees desiring upward movement;
5. The New Employee Onboarding Program designed to enhance employee awareness about Pima County --- its services, programs, policies and rules, benefits, employee organizations, etc.;
6. Internal promotion opportunities as seen through County-only announcements and policies related to the employee application process; and
7. Other related approaches such as cross-training, job enrichment and informal mentor relationship opportunities with departments.

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Effective Date: October 30, 1990
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