



## **General Order 33.7 - Training**

**PURPOSE:** Describe Unclassified Civil Service Personnel orientation, additional training, and retraining.

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THIS ORDER CANCELS: 04/04/94

ISSUED BY : Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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### **DEFINITIONS:**

- A. **(R)** Unclassified Civil Service Personnel shall be those clerical, secretarial, or other technical positions where such formal and/or certified training and annual training hours are not mandated.

#### **33.7.1 UNCLASSIFIED CIVIL SERVICE PERSONNEL ORIENTATION**

- A. **(R)** Upon employment, Unclassified Civil Service personnel shall receive orientation training.
- B. Among subjects covered in orientation are working conditions, regulations and expectations, rights and responsibilities of employees, agency role and goals, and employee benefits.
- C. Such orientation is scheduled and conducted by the personnel department.

#### **33.7.2 ADDITIONAL UNCLASSIFIED CIVIL SERVICE PERSONNEL TRAINING**

- A. **(R)** In addition to orientation training, newly hired Unclassified Civil Service Personnel employees will receive additional training specific to their assignments.
- B. This additional training will provide each employee with information required to function successfully in his/her assignment, with emphasis being placed on the tasks and duties particular to that assignment.
- C. This additional training shall be on-the-job in nature, and shall be conducted at the division or section level.
- D. **(R)** Unclassified Civil Service Personnel will also attend Core Value/Mission Statement training as soon as possible upon being hired.

### **33.7.3 UNCLASSIFIED CIVIL SERVICE PERSONNEL RETRAINING**

- A. **(R)** To maintain current skills and knowledge, Unclassified Civil Service Personnel employees receive periodic retraining on an "as needed" basis as the requirements of their positions change.
- B. Such retraining shall be scheduled and conducted in a manner that will maximize its effectiveness.
- C. Sources of this training may include, but are not limited to: department personnel, equipment manufacturers, employees from other county departments, and representatives from other public agencies.