



Mandated Training

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	05-30-2018	Original issue.	Steve Altman

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for completion of mandated training. This includes SC employee responsibilities for completion of mandated training as well as SC supervisor's responsibilities for approval of requests for mandatory training.

Mandated training includes training required for all Caltrans employees as well as training required for all SC employees performing field construction tasks.

Process Inputs

1. SC employee hire.
2. Lists of mandated training for Caltrans employees.

Procedure

1. All time associated with this training is usually charged as [Overhead](#) with the G code for each of the particular training classes. Discuss the charging requirements with your supervisor before charging to Overhead.
2. SC employees:
 - a. Review [mandated training](#) list and personal training history in the Caltrans Learning Management System ([LMS](#)).
 - b. Register for training through Caltrans LMS after discussing training needs with supervisor.

- c. Complete training class and receive training certificate if applicable.
 - d. Charge time and travel to appropriate training charge codes.
 - e. Self-certify training completion through Caltrans LMS if applicable.
- 3. SC supervisors:
 - a. Communicate mandated training requirements to SC employees.
 - b. Approve training requests through Caltrans LMS.
 - c. Verify mandated training is completed and recorded in Caltrans LMS.
- 4. SC managers:
 - a. Monitor mandated training activities of SC employees and supervisors for compliance.
 - b. Monitor and report changing work environments with regard to mandated training needs to responsible functions.
 - c. Analyze and evaluate mandated training requirements and make improvements as needed.
- 5. SC Training Coordinator:
 - a. Available for questions regarding mandated training. Contact information for SC Training Coordinator is on [SC Intranet](#).

Process Outputs

- 1. Training certificates:
 - a. Customers: SC employees, supervisors and managers.
 - b. Customer Expectations: completed training, improved employee performance.
- 2. Trained employees:
 - a. Customers: All interested parties.
 - b. Customer Expectations: Safe, efficient, skilled employees.
- 3. Updated employees training history:
 - a. Customers: SC HQ Training Coordinator, supervisors, and managers.
 - b. Customer Expectations: Updated and accurate data.

Attachments

None.