

ACWA/JOINT POWERS INSURANCE AUTHORITY

Professional Development Program

PARTICIPANT'S GUIDE

Revised January 2010



ACWA/Joint Powers Insurance Authority

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ACWA/JPIA PROFESSIONAL DEVELOPMENT PROGRAM

INTRODUCTION

The ACWA/JPIA Professional Development Program (PDP) was developed to offer current, in-depth training and educational opportunities for water district employees. The Program focuses on giving participants the tools to perform their job safely, legally and efficiently. Three specialty areas are offered: Supervisor Basics, Human Resources and Operations. Each area requires approximately 40 hours of education, including face-to-face training, online and self study.

GOAL

The ACWA/JPIA Professional Development Program aims to assist JPIA members in reducing losses by providing their management, supervisors, and staff with the education needed to maximize personal and organizational success while reducing risks.

BENEFITS

Participation in the Professional Development Program reaps many benefits for the individual participant enrolled and for the agency.

FOR THE AGENCY

The net impact to the agency is the reduction of the potential for liability, property, and workers' compensation losses.

FOR THE INDIVIDUAL PARTICIPANT

The benefits are numerous and will help participants:

- Better understand the regulatory objectives and risks associated with every day operations;
- Develop the skills to become a more effective manager, leader or human resources professional;
- Improve chances for promotion or advancement;
- Decrease stress and mistakes on the job; and
- Gain contact hours for employment related certifications, which may be applicable to CEU's, hours and other requirements.

SPECIALTIES

SUPERVISOR BASICS

- Provides basic supervisory skills to supervisors or those wishing to become a supervisor.

HUMAN RESOURCES

- Provides an understanding of the responsibilities associated with overseeing and/or administering human resources (HR) functions.

OPERATIONS

- Provides skills that focus on health and safety issues.

OVERVIEW OF THE PDP CURRICULUM

A curriculum of study has been developed for each of the specialty areas, including: PDP required courses, self-study course options, District Management Orientation and electives.

See the following pages for specifics.

SUPERVISOR BASICS SPECIALTY COURSE REQUIREMENTS AND COMPLETION WORKSHEET

This curriculum is intended to provide basic supervisory skills to appointed supervisors or employees wishing to become or are on track to become a supervisor.

It is the participant's responsibility to track their progress through the Program. To assist in this effort, enter the course completion date on this worksheet, and when completed, send a copy to the JPIA.

COURSE TITLE	COMPLETION DATE
Accident Investigation	
Communication	
Customer Service	
Discrimination & Harassment	
Documenting	
Drug & Alcohol	
Emergency Response Planning	
Hazard Identification	
New Employee Orientation	
OSHA Inspections	
Performance Appraisals	
Performance Management	
Positive Discipline	
Return to Work	
Risk Transfer	
Injury & Illness Prevention Program	
Workplace Violence	
Supervisor's Guide to Disability Management (Webility Online)	
DISTRICT MANAGEMENT	
District Management Orientation requirements to be accomplished and validated by the General Manager.	
Board of Directors Orientation	
District Financial Management	
ELECTIVES	
Certificates of Completion and course descriptions for each must be submitted to the JPIA	
1.	
2.	
3.	
4.	
5.	

Name of Participant (print) _____ Signature _____

Name of Agency _____ Date Submitted _____

HUMAN RESOURCES SPECIALTY COURSE REQUIREMENTS AND COMPLETION WORKSHEET

This curriculum provides a basic understanding of the responsibilities associated with overseeing and/or administering human resource (HR) functions. It is recommended for any staff member with human resource responsibilities, including managers and supervisors charged with carrying out any aspects of HR processes.

It is the participant's responsibility to track their progress through the Program. To assist you in this effort, enter each course completion date on this worksheet. When it is completed, send a copy to the JPIA.

COURSE TITLE	COMPLETION DATE
Communication Skills	
Discrimination & Harassment	
Documenting Personnel Issues	
Drug & Alcohol Reasonable Suspicion	
Emergency Response Planning	
Hiring Practices	
Injury/Illness Prevention Program	
Job Descriptions	
Managing Generations	
New Employee Orientation	
Performance Appraisals	
Performance Management	
Policies & Procedures	
Positive Discipline	
Return-to-Work	
Risk Transfer	
Supervisor's Guide to Disability Management (Webility on-line)	
Workers' Compensation Basics	
Workplace Violence	
DISTRICT MANAGEMENT ORIENTATION District Management Orientation requirements to be accomplished and validated by the General Manager.	
General Manager's Duties	
Board of Directors Orientation	
District Financial Management	
ELECTIVES Certificates of Completion and course descriptions for each must be submitted to the JPIA.	
1	
2	
3	
4	
5	

Name of Participant (print) _____ Signature _____

Name of Agency _____ Date Submitted _____

OPERATIONS SPECIALTY COURSE REQUIREMENTS AND COMPLETION WORKSHEET

This curriculum provides skills that focus on health and safety issues, particularly Cal/OSHA mandated work requirements. It is intended for employees and supervisors with operations and operations support responsibilities.

It is the participant's responsibility to track their progress through the Program. To assist in this effort, enter each course completion date on this worksheet. When it is completed, send a copy to the JPIA.

COURSE TITLE	COMPLETION DATE
Confined Space Entry	
Defensive Driving	
Electrical Safety	
Fall Protection	
Field Ergonomics	
First Aid & CPR*	
First Responder Awareness	
Injury/Illness Prevention Program	
Lockout/Tagout	
Respiratory Protection	
Traffic Control & Flagger	
Trenching & Excavation Practices	

* Credit for First Aid and CPR can be obtained by participating in any American Heart Association approved course.

Name of Participant (print) _____ Signature _____

Name of Agency _____ Date Submitted _____

WHAT IS A PDP TRANSCRIPT OR PROGRAM DEVELOPMENT DETAIL?

- **Transcripts or Program Development Detail:**

A Transcript or Program Development Detail is a report that shows the curriculum for each specialty area. The report will record the status of the completed requirements. A copy of the Transcript or Program Development Detail can be obtained by emailing training@acwajpia.com

COMPONENTS OF THE PDP TRANSCRIPT OR PROGRAM DEVELOPMENT DETAIL

- **District Management Orientation, Board of Directors Orientation and District Financial Management**

Involvement by the General Manager is critical to the success of the Program. The GM is asked to give each participant an overview of their duties, the make-up and responsibilities of the agency's board of directors, and the participant's impact on the agency's financial management process in order to meet the District Management Orientation requirements. A list of suggested discussion items for each topic can be found on page 12. A completed copy with the participant's signature and the signature of the General Manager is required before credit is given for the completion of these requirements. All three requirements do not have to be completed at the same time.

- **Electives**

Program participants may choose electives based on individual interests and/or job requirements. Outside sources such as seminars, presentations, webinars or college courses are examples that can be used. Another option would be other JPIA courses that are not part of the specific PDP curriculum. Electives may be selected from the list of JPIA management, environmental, human resources, and health and safety courses listed in the JPIA Training Catalog (refer to the JPIA website (www.acwajpia.com)).

- **Self-Study Options**

Each PDP requirement has the option of being fulfilled by attending a course sponsored by an outside professional agency. The course taken must be equivalent to (or more in-depth than) the JPIA instructor-led course. A self-study course can include: college or university offerings, online courses, webinars, seminars or presentations.

Certain criterion must to be met before a self study course is approved. The following information must be included when a course is being submitted for approval:

1. Proof of Attendance – a certificate or card of completion, report card or course roster
2. Course Title
3. Name of the professional agency that sponsored the course
4. Course date
5. Course duration
6. Small description of the course material that was covered
7. Courses completed prior to enrollment in the Program can be counted if taken less than two years prior to the enrollment date.

AFTER COMPLETION OF SPECIALTY COURSE REQUIREMENTS, PARTICIPANTS MUST:

- Complete the Course Completion Worksheet(s).

- Attach copies of the Certificates of Completion and course descriptions for any non-JPIA course information being submitted for evaluation.
- If required by the specialty, attach the completed and signed District Management Orientation worksheet.
- Forward copies of all documents to training@acwajpia.com.

A plaque and specialty plate(s) will be awarded once the JPIA receives and validates the participant's completed specialty area requirements.

TRAINING OPPORTUNITIES

A variety of training opportunities will be provided. The objective is to enable as many members as possible to participate in the Program. The following applies to training:

- Program courses will be taught by ACWA/JPIA staff, contract instructors, and guest speakers. Professional Development Program and general training information such as: training flyers, the Training Catalog, schedule of classes, online courses, training resources, Training Conference and Regional Training information can be found on the JPIA website.
- ACWA/JPIA will evaluate the training provided by other professional agencies. If training from these alternative sources corresponds to the Program curriculum, course credit can be granted for this training.
- Before credit can be granted for courses from alternative sources, a Certificate of Completion and course description must be provided for review.
- Credit may be given for ACWA/JPIA courses attended in the last two years preceding application to the Program. *(Exception: A current First Aid & CPR certificate must be held at the completion of the Operations Specialty in order to receive credit for that course.)*
- The schedule of training events will be listed on the JPIA website, in the Risk Control Bulletin, and in other JPIA publications.

ACWA/JPIA TRAINING FORUMS

TRAINING CONFERENCES

These are one to three day training events providing the opportunity to complete a variety of required and elective courses. Conferences may be offered two to three times per year. The location of these events will rotate between the southern California, northern California, and central valley regions.

REGIONAL TRAINING

These are part-day or full-day events focusing on specific required or elective course topics. Courses will be held at member locations throughout the state.

SITE-SPECIFIC TRAINING

Part-day or full-day training held at the request of a member. Required or elective courses may be taught. This training is usually held at the requesting agency's site. If space is available personnel from other agencies may attend.

RISK ASSESSMENT TRAINING

This training may be provided during JPIA risk assessment visits. Required or elective course subjects may be taught. The subject presented depends upon the member's needs as determined by the JPIA risk management consultant and the General Manager. (Since this training focuses on the needs of a specific agency, courses are not usually open to other agencies).

REGIONAL HUMAN RESOURCE GROUPS

This training is provided through regularly scheduled, local meetings, or by specific request. Topics are chosen by the participants and count as electives for this Program (unless it is a required course, then it counts as such).

ONLINE/INTERNET-BASED

Courses available on over 100 topics are provided to all JPIA members through the PreventionLink online training. Other courses are available through links to recognized professional agencies and associations – such as ACWA, AWWA and the National Safety Council – on the JPIA website.

MULTI-MEDIA

Courses using JPIA Lending Library materials and validated through written proficiency testing can be applied to Program requirements.

SELF-STUDY

Courses can be applied as elective courses or substituted for a PDP required course. Examples of "self-study courses" include courses and seminars attended at professional association conferences (AWWA, ASSE, NEHA, ACWA, etc.), college courses, and professional-level correspondence courses. Before credit can be granted for self-study course, a Certificate of Completion and course description must be provided for review.

WEBINAR

JPIA offers webinars on current topics and training needs throughout the year. Links to are also provided to recognized professional agencies and associations such as ACWA, AWWA and the National Safety Council, that also offer webinars.

PROGRAM REGISTRATION

Individuals interested in participating in the ACWA/JPIA Professional Development Program must register. In addition, participants are required to discuss participation and obtain the approval of the General Manager or supervisor.

- The participant application form must be completed by the prospective participant and endorsed by the participant's General Manager and supervisor.
- Return the completed application to ACWA/JPIA using the information indicated on the form.
- There is no obligation to complete this Program. However once enrolled all requirements must be completed within four years in order to receive the certification.
- The applicant may select any course or courses desired and will be issued a Certificate of Completion for each course completed.
- Professional Development Program and general training information can be found on the JPIA website.

See the following pages for Participant Application and District Management Orientation information.

PARTICIPANT APPLICATION

To:	Company: ACWA/JPIA Training	
	Location: 5620 Birdcage Street, Suite 200, Citrus Heights, CA 95610-7632	
	Email: training@acwajpia.com	Fax Number: (916) 965-6847
From:	Participant Name (print):	
	Agency:	
	Date:	
<p>I wish to participate in the ACWA/JPIA Professional Development Program and have discussed my intent with my General Manager and Supervisor.</p> <p>I WISH TO PARTICIPATE IN THE FOLLOWING AREA(S) OF SPECIALTY:</p> <p style="text-align: center;"> <input type="checkbox"/> Supervisor Basics <input type="checkbox"/> Human Resources <input type="checkbox"/> Operations Specialty </p> <p style="text-align: center;">All requirements must be completed within four years.</p>		
_____	_____	_____
Title	E-mail address	Work Phone
_____	_____	_____
Signature of Participant	Date	
<p>General Manager's and Supervisor's Endorsement:</p> <p>I have discussed the benefits of the ACWA/JPIA Professional Development Program with this applicant. I support his/her participation in the Program.</p>		
_____	_____	
Signature of General Manager	Date	
_____	_____	
Signature of Supervisor	Date	

SUPERVISOR BASICS SPECIALTY

DISTRICT MANAGEMENT ORIENTATION

REQUIREMENTS

The following discussion and action items are suggested to fulfill the requirements:

GENERAL MANAGER'S DUTIES

Provide an overview of the General Manager's (GM) duties & responsibilities.

Discuss the GM's goals for the district.

Describe the role played by the GM in providing resources to support his/her staff.

Discuss the GM's outlook on risk management (property, liability, & workers' compensation loss prevention).

DISTRICT BOARD OF DIRECTORS ORIENTATION

Describe how the Board is selected and organized.

Discuss the responsibilities of the Board.

Have participant attend a Board meeting.

DISTRICT FINANCIAL MANAGEMENT

Discuss how the supervisor and staff fit into the financial management process.

Describe how financial resources are prioritized.

Describe the district's budgeting process.

Discuss how other financial sources can be obtained (federal/state grants, FEMA, etc.).

DISTRICT MANAGEMENT ORIENTATION AND COMPLETION FORM

This form needs to be submitted to the JPIA to receive credit for the District Management Orientation requirements.

To:	Company: ACWA/JPIA Training
From:	Location: 5620 Birdcage Street, Suite 200, Citrus Heights, CA 95610-7632
	Email: training@acwajpia.com Fax Number: (916) 965-6847
	Participant Name (print): _____
	Agency: _____
	Date: _____

I certify that the following District Management Orientation sessions have been completed.

Name of Participant: _____

Name of General Manager: _____

<u>DISTRICT MANAGEMENT ORIENTATION</u>	<u>DATE COMPLETED</u>
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General Manager's Duties	_____
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District Board of Directors Orientation	_____
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District Financial Management	_____
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_____		_____
Signature of General Manager		Date

_____	_____	_____
Signature of Participant	E-Mail address	Date