The California State University
Office of the Chancellor
400 Golden Shore
Long Beach, CA 90802-4275
(310) 985-2669

Date: October 16, 1996

To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: Management Personnel Plan Positions - Special License, Certificate, and Registration Requirements

On January 1, 1994, the Management Personnel Plan Job Reporting System was implemented and the old “tracking” classes were eliminated. To assist campuses in the implementation of this new system, Human Resources provided each campus with an Administrative Guide. Campuses were delegated the responsibility for monitoring compliance of individual MPP positions regarding special licenses, certificates, and/or registration requirements.

It is the responsibility of each campus to ensure that MPP position descriptions list any special licenses, certificates, and/or registration requirements necessary for the job and to monitor employee compliance with these special requirements. There is a mechanism within the job reporting system to allow the campus to monitor this information. Please refer to Attachment A which lists examples of positions with special requirements.

One area of particular concern is the Public Safety function. CSU policy requires that employees assigned to Director of Public Safety and/or Chief of Police (i.e. law enforcement executive) positions be certified by the Commission on Peace Officer Standards and Training (POST). The prior tracking classes provided the requirements for these positions and these requirements are to be carried forward and modified, as required, by POST guidelines. Attachment B is a copy of the current POST training requirements for employees at the management and executive levels.

If you have any questions, please contact Ron Hull at (310) 985-2653 or Pamela Chapin at (310) 985-2652 in Human Resources.

JMC/pc
Attachments

Distribution:

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Associate Vice Presidents/Deans, Faculty Affairs
Public Safety Directors/Chiefs of Police
Personnel Officers
Payroll Supervisors
Benefits Officers
MPP Job Reporting System

EMPLOYMENT HISTORY INFORMATION

APPOINTMENTS

Two types of codes are used to identify employees hired into Management Personnel Plan (MPP) positions:

The **class code** identifies the MPP Administrative Grade Level (AGL) which is keyed when MPP-related transactions are processed through the Personnel Information Management System (PIMS). (Please refer to the CSU PIMS manual for processing instructions.) The class code is incorporated into the CSU payscales as identified in the salary schedule, and is also required on Personnel/Payroll Transaction (PPT) documentation.

The second code is the **Job Code**, which identifies the MPP position in terms of family, function and category. This code is maintained through the Campus Information Retrieval Systems (CIRS). Campuses are responsible for categorizing MPP personnel by use of this system. This job code is also required on the Personnel/Payroll Transaction (PPT) documentation.

SALARY CHANGES

A president may elect to provide an MPP employee with a salary increase at any time, if there has been a significant change in the duties and responsibilities of the employee's position. The change in duties and responsibilities is evidenced by a change in MPP job code and/or AGL.

A separate PPT transaction must be processed if an MPP employee's class code, AGL or salary is changed. Such changes cannot be made to on-leave positions until the employee returns to active status.

SPECIAL LICENSE, CERTIFICATE & REGISTRATION REQUIREMENTS

The State Controller's Office does not monitor campus compliance with special license, certificate or registration requirements for MPP positions. Responsibility for monitoring compliance with the requirements of an individual position is administered by each campus personnel department. Campus input of this data is voluntary for assistance with campus tracking.
MPP Job Reporting System

The following is a list of positions which typically require special licenses, certificates or registration requirements.

<table>
<thead>
<tr>
<th>Position</th>
<th>Typical Requirement</th>
<th>Renew Every</th>
<th>License Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECT</td>
<td>Certificate of Registration as Architect (Consumer Affairs/Architectural Examiners)</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>ATTORNEY</td>
<td>Current Membership in California State Bar Association</td>
<td>Annual Dues</td>
<td>4</td>
</tr>
<tr>
<td>AUDITOR</td>
<td>Certified Public Accountant (CPA) Certificate (Consumer Affairs/Board of Accounting)</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Internal Auditor (Institute of Internal Auditors/written exam)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLINICAL LAB TECH SUPV.</td>
<td>Clinical Laboratory Technologist License or Comparable (California Health Services Department)</td>
<td>1 Yr</td>
<td>4</td>
</tr>
<tr>
<td>DIVING SAFETY OFFICER</td>
<td>Current/valid Diving Instructor's License issued by nationally recognized agency (Professional Association of Diving Instructors or National Association of Underwater Instructors or National Association of Scuba Diving Schools)</td>
<td>1 Yr</td>
<td>4</td>
</tr>
<tr>
<td>EMERGENCY VECH. SUPV.</td>
<td>Valid CA Drivers' License, Class C with Certificate to Drive Emergency Vehicles</td>
<td>Varies</td>
<td>1</td>
</tr>
<tr>
<td>ENGINEER</td>
<td>Certificate of Registration as Civil Engineer, Electrical Mechanical or Structural Engineer (Consumer Affairs/Registration for Professional Engineers and Land Surveyors)</td>
<td>4 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>FLEET SUPERVISOR</td>
<td>Valid CA Drivers' License, Class C</td>
<td>Varies</td>
<td>1</td>
</tr>
<tr>
<td>PARKING SUPERVISOR</td>
<td>Valid CA Drivers' License, Class C</td>
<td>Varies</td>
<td>1</td>
</tr>
</tbody>
</table>
## MPP Job Reporting System

<table>
<thead>
<tr>
<th>Position</th>
<th>Typical Requirement</th>
<th>Renew Every</th>
<th>PIMS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICIAN SUPV./MEDICAL DIR.</td>
<td>License to practice medicine in CA (Consumer Affairs/Medical Quality Assurance) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor’s Office.</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>PUBLIC SAFETY DIRECTOR/CHIEF OF POLICE</td>
<td>Valid CA Drivers’ License, Class C and P.O.S.T. Certification</td>
<td>Varies</td>
<td>1</td>
</tr>
<tr>
<td>STUDENT HEALTH CENTER DIR.</td>
<td>License to practice medicine in CA (Consumer Affairs/Medical Quality Assurance) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor’s Office.</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>NURSE SUPV.</td>
<td>Registered Nurse License (Consumer Affairs/Board of Registered Nurses)</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
</tbody>
</table>
July 1, 1996

PAM REVISION NOTICE CIV

Section B (Regulations), D (Training), and H (Reserve Officers) have been amended and the updated material is enclosed. The pages for sections B, D, and H dated 2/95 and currently in your POST Administrative Manual should be destroyed. The enclosed pages should be inserted in the appropriate section by placing the lettered page numbers behind the corresponding lettered divider in your manual. The revised map page replaces the second page of the manual behind the unlabeled divider.

Regulations and Commission Procedures amended since the last revision notice are:

Regulation 1005 - Changes pertaining to telecourse training limits for Continued Professional Training credit.

Changes pertaining to updating the training specifications for the Regular Basic Course.

Changes to increase the minimum hours required for the Regular Basic Course.

Regulation 1005 and CP C-1-6 Adoption of Basic Course training specifications for specialized investigators.

Regulation 1005 and 1081(a)(22) and (23) Adoption of high speed vehicle pursuit curriculum.

Regulation 1005(d), 1006(a), 1007(b), and 1008 and CP's D-11, D-13, H-1, and H-3 Changes related to Reserve Officer training requirements.

Regulation 1081(b) Changes pertaining to evaluations of previous training to satisfy legislatively mandated training.
Any questions you may have regarding this revision notice may be directed to Anna Del Porto, Associate Governmental Program Analyst, Information Services Bureau, (916) 227-4854.

If you require additional copies of this update, please contact the POST Media Distribution Center at (916) 227-4856.

NORMAN C. BOEHM
Executive Director

att.
(9) Reading and Writing Ability. Be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST Entry-Level Law Enforcement Test Battery or other job-related tests of reading and writing ability.

(b) All requirements of section 1002 of the Regulations shall apply to each lateral entrant, regardless of the rank to which the person is appointed, unless waived by the Commission.

PAM section C-1 adopted effective April 15, 1982 is herein incorporated by reference.


1003. Notice of Peace Officer Appointment/Termination.

Whenever a regular, specialized, limited function, or reserve peace officer is newly appointed, enters a department laterally, terminates, or changes peace officer status within the same agency, the department shall notify the Commission within 30 days of such action on the Notice of Appointment/Termination Form 2-114 (Rev. 10/88), prescribed in PAM Section C-4, "Notice of Appointment/Termination." For departments in the Public Safety Dispatcher Programs, the form shall be submitted whenever a person is appointed, promoted, reclassified, or transferred to a public safety dispatcher position, or whenever the person is terminated from a public safety dispatcher position.


(a) Every peace officer employed by a department shall be required to serve in a probationary status for not less than 12 months.


(a) Basic Training Standards (Required).

More specific information regarding basic training requirements is located in Commission Procedure D-1.

(1) Every regular officer, except those participating in a POST-approved field training program, shall satisfactorily meet the training requirements of the Regular Basic Course before being assigned duties which include the exercise of peace officer power.

Requirements for the Regular Basic Course are set forth in PAM, section D-1-3.

A basic course peace officer trainee as described in Penal Code section 832.3(a) is authorized to exercise peace officer powers while engaged in a field training program conducted as an approved segment of a POST-certified basic course when the director of the basic training academy has received written approval from POST for a basic course field training program. Requests for approval must be submitted to POST on an Application for POST-Approved Field Training Program, POST form 2-229 (Rev. 3/89). Application forms are available from POST.

Requirements for approval of a basic course field training program are:

(A) The trainees have completed the training requirements of Penal Code section 832.

(B) The trainees are participants in a structured learning activity under the direction of the basic training academy staff.
(C) The trainees are, during field training, under the direct and immediate supervision (physical presence) of a peace officer who has been awarded a POST basic certificate and who has completed a POST-certified field training officer course.

(D) The basic training director has secured the written commitment of the trainee's agency head to provide the trainee with the structured field training experience, as required by the director of the basic training academy, using a qualified field training officer as described in subparagraph (C).

(2) Every regularly employed and paid as such inspector or investigator of a district attorney's office as defined in section 830.1 Penal Code who conducts criminal investigations shall be required to satisfactorily meet the training requirements of the District Attorney Investigators Basic Course, PAM section D-1.4. Alternatively, the basic training standard for district attorney investigative personnel shall be satisfied by successful completion of the training requirements of the Basic Course, PAM, section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the Basic Course need not be completed before they participate in a POST-approved field training program as described in subparagraph (1). The satisfactory completion of a certified Investigation and Trial Preparation Course, PAM section D-1-4, is also required within 12 months from the date of appointment as a regularly employed and paid as such inspector or investigator of a District Attorney's Office.

(3) Every regularly employed and paid as such marshal or deputy marshal, of a municipal court, as defined in section 830.1 Penal Code, shall satisfactorily meet the training requirements of the Marshals Basic Course, PAM, section D-1-5. Alternatively, the basic training standard for marshal personnel shall be satisfied by successful completion of the training requirements of the Basic Course, PAM, section D-1-3, before these personnel are assigned duties which include performing specialized law enforcement or investigative duties, except all of the basic course need not be completed before they participate in a POST-approved field training program as described in subparagraph (1). The satisfactory completion of a certified Bailiff and Civil Process Course or a Bailiff and Court Security Course and a Civil Process Course, PAM section D-1-5, is also required within 12 months from the date of appointment as a regularly employed and paid as such marshal or deputy marshal of a municipal court.

(4) Every specialized officer, except marshals, deputy marshals, and regularly employed and paid as such inspectors or investigators of a district attorney's office, shall satisfactorily meet the training requirements of the Basic Course, PAM, section D-1-3, within 12 months from the date of appointment as a regularly employed specialized peace officer; or for those specialized agency peace officers whose primary duties are investigative and have not satisfactorily completed the Basic Course, the chief law enforcement administrator may elect to substitute the satisfactory completion of the training requirements of the P.C. 832 Arrest and Firearms Course and the Specialized Investigators' Basic Course, PAM, section D-1-6.

(5) Every regularly employed and paid as such peace officer member of Coroners' Offices, as defined in Section 830.35 P.C., shall satisfactorily complete the training requirements of Penal Code Section 832, PAM, Section D-7-2 before the exercise of peace officer powers. The satisfactory completion of the POST-certified Coroners' Death Investigation Course, PAM, Section D-1-8 is also required, within one year from date of appointment, and shall only apply to peace officer coroners hired on or after the agency enters the POST program.

(6) Every appointed constable or deputy constable, regularly employed and paid as such, of a judicial district shall complete the training requirements of the Penal Code 832 (Arrest and Firearms) Course.

(7) Every limited function peace officer shall satisfactorily meet the training requirements of the Arrest and Firearms Course (Penal Code section 832); training in the carrying and use of firearms shall not be required when an employing agency prohibits limited function peace officers the use of firearms.
(8) Every peace officer listed in paragraphs (1) - (6) shall satisfactorily complete the training requirements of Penal Code section 832 prior to the exercise of peace officer powers.

(b) Supervisory Course (Required).

(1) Every peace officer promoted, appointed or transferred to a first-level supervisory position shall satisfactorily complete a certified Supervisory Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

(2) Every regular officer who is appointed to a first-level supervisory position shall attend a certified Supervisory Course and the officer's jurisdiction may be reimbursed provided that the regular officer has been awarded or is eligible for the award of the Basic Certificate.

(3) Every regular officer who will be appointed within 12 months to a first-level supervisory position may attend a certified Supervisory Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.

(4) Every regular officer who is assigned to a quasi-supervisory position may attend a certified Supervisory Course if authorized by the department head and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has been awarded or is eligible for award of the Basic Certificate.

(5) Requirements for the Supervisory Course are set forth in the POST Administrative Manual, section D-3.

(c) Management Course (Required).

(1) Every peace officer promoted, appointed or transferred to a middle management position shall satisfactorily complete a certified Management Course prior to promotion or within 12 months after the initial promotion, appointment or transfer to such position.

(2) Every regular officer who is appointed to a middle management or higher position shall attend a certified Management Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Supervisory Course.

(3) Every regular officer who will be appointed within 12 months to a middle management or higher position may attend a certified Management Course if authorized by the department head, and the officer's jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

(4) Every regular officer who is assigned to a first-level supervisory position may attend a certified Management Course if authorized by the department head, and the officer’s jurisdiction may be reimbursed following satisfactory completion of such training, provided that the officer has satisfactorily completed the training requirements of the Supervisory Course.

(5) Requirements for the Management Course are set forth in the POST Administrative Manual, section D-4.

(d) Continuing Professional Training (Required).

(1) Every peace officer below the rank of a middle management position as defined in section 1001(r) and every designated and non-designated Level I Reserve Officer as defined in Commission Procedure H-1-2(a) shall satisfactorily complete the Advanced Officer Course of 24 or more hours at least once every two years after meeting the basic training requirement.
(2) The above requirement may be met by satisfactory completion of one or more of certified Technical Courses totaling 24 or more hours, or satisfactory completion of an alternative method of compliance as determined by the Commission. In addition to the above methods of compliance, supervisors may also satisfy the requirement by completing POST-certified Supervisory or Management Training Courses.

(3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.

(4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2.

(e) Executive Development Course (Optional).

(1) The Executive Development Course is designed for department heads and their executive staff positions. Every regular officer who is appointed to an executive position may attend a certified Executive Development Course and the jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.

(2) Every regular officer who will be appointed within 12 months to a department head or executive position may attend a certified Executive Development Course if authorized by the department head and the officer’s jurisdiction may be reimbursed, provided the officer has satisfactorily completed the training requirements of the Management Course.

(3) Requirements for the Executive Development Course are set forth in PAM, section D-5.

(f) Technical Courses (Optional).

(1) Technical Courses are designed to develop skills and knowledge in subjects requiring special expertise.

(2) Requirements for Technical Courses are set forth in PAM, section D-6.

(g) Approved Courses.

(1) Approved courses pertain only to training mandated by the Legislature for various kinds of peace officers and other groups. The Commission may designate training institutions or agencies to present approved courses.

(2) Requirements for Approved Courses are set forth in Regulation 1081.

(h) Seminars (Optional).

(1) Seminars are designed to disseminate information or study and solve current and future problems encountered by law enforcement.

(2) Requirements for Seminars are set forth in PAM, section D-8.

(i) Field Management Training (Optional).

(1) Field Management Training is designed to assist in the solution of specific management problems within individual Regular Program departments.

(2) Requirements for Field Management Training are set forth in PAM, section D-9.
POST ADMINISTRATIVE MANUAL
COMMISSION PROCEDURE D-4

MANAGEMENT COURSE

Purpose

4-1. Specifications for the Management Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005 (c) of the Regulations for Management Training.

Content

4-2. Management Course: The Management Course is a minimum of 80 hours and consists of the learning goals adopted in the revision completed in October 1981. In order to meet local needs, flexibility in curriculum may be authorized with prior POST approval. The POST Management Course Learning Goals are organized under the following broad topic areas:

- Management Roles and Responsibility
- Personnel Management Skills
- Leadership Styles and Decision Making
- Organization and Manager Development
- Legal Responsibilities

Historical Note:

Procedure D-4 was adopted and incorporated by reference into Commission Regulation 1005 on April 15, 1982.
EXECUTIVE DEVELOPMENT COURSE

Purpose

5-1. Specification of the Executive Development Course: This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(e) of the Regulations which relate to Executive Development.

Content and Minimum Hours

5-2. Executive Development Course Subjects and Minimum Hours: The Executive Development Course is a minimum of 80 hours and consists of the following subject areas:

- Leadership and Management
- Organization Development
- Legal Responsibilities
- Communications
- Contemporary Issues