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MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 02-017

March 11, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers
FROM: Mary F. Ginn
Human Resources Director
SUBJECT: **New Mandatory Training Policy for Supervisors**
Civil Service General Circular No. 001473

Attached is Civil Service General Circular No. 001473 concerning a new policy on mandatory training for supervisors and a list of CRT job titles required to comply with this rule.

To summarize, supervisors are classified into three groups according to their levels of supervision. Training requirements have been established by the CPTP Policy Board for each supervisory group. A chart is included in the general circular which outlines the required courses for each level.

Supervisors will be allowed three years to complete the required courses. The requirements begin July 1, 2002. Employees who are in supervisory positions on that date will be considered in a transition period and will not be required to complete courses for any levels up to their current level of supervision. Employees hired in supervisory positions after that date will be required to complete all courses up to their current supervisory level in addition to their current level, but will be given four years to complete the courses. Other specifics are outlined in the circular.

Employees who have earned the Certificate in Supervisory Techniques (CST) are considered as having met all training requirements for Supervisory Groups 1 and 2. Employees who have earned the Certified Public Manager (CPM) designation are considered as having met all training requirements for all three supervisory groups.

It is highly recommended that the required training be included as a performance expectation for at least one, if not more, performance factors in the PPR planning document.

Please Post and Circulate

Human Resources Memorandum No. 02-017

March 11, 2002

Page 2

I have assumed the official responsibility for department-wide fulfillment of the program. Heather Sherlock will assist me with this initiative. We will develop individualized plans for each supervisor once we receive and evaluate updated transcripts from CPTP. Supervisors will be notified by our office which courses they will be required to complete.

If you have general questions about the program, please contact Heather or me at (225) 342-0880. However, we ask that you save any questions regarding your personal requirements until after the individualized plans have been forwarded to each supervisor.

Attachments

Human Resources Memorandum No. 02-017
March 11, 2002
Attachment

Supervisory Group 1

ACCOUNTANT MANAGER 1
ACCOUNTANT SUPERVISOR
ADMIN MGR 2
ARCHAEOLOGIST MANAGER
ARCHITECTURAL DIR/PRESERV
ARCHITECTURAL HIST MGR
AUDITOR BINT
CUSTODIAN SUPERVISOR 2
DIR/OUTDOOR RECREATION
ENG TECH 5
FAC ASST MAINT MGR 2
HISTORIC SITE MGR 1
HISTORIC SITE MGR 2
HISTORIC SITE MGR 3
HORTICULTURAL ATTEND/FORE
HORTICULTURIST
HUMAN RES MANAGER 2
INTERPRETIVE PROG SUPV
LANDSCAPE ARCHITECT CHIEF
LIBRARY MANAGER 1
LIBRARY MANAGER 2
LIBRARY SPECIALIST SUPV
MAINTENANCE SUPT 1
MUSEUM CURATORIAL SVC DIR
MUSEUM DIR/BRANCH
MUSEUM DIVISION DIRECTOR
MUSEUM HISTORIAN
POLICE LT/STATE MUSEUM
POLICE SGT/STATE MUSEUM
PUB INFO DIR 1
PUB INFO DIR 2
RECREATION AREA MGR 1
RECREATION AREA MGR 2
RECREATION AREA MGR 3
RESEARCH DIRECTOR/TOURISM
SAFETY RISK AGENCY DIR
ST ARCHAEOLOGIST
ST PARKS LAND OFFICER
TOURIST INFORM AST REG CO
TOURIST INFORM REG COOR

Supervisory Group 2

ACCOUNTANT ADMIN 3
ADMIN MGR 5
ASSOC STATE LIBRARIAN
DEP STATE LIBRARIAN
FAC MAINT MGR 3
HUMAN RES DIRECTOR 4
HUMAN RES MANAGER 3
IT DIRECTOR 2
LIBRARY MANAGER 3
PARKS ASST CHIEF/OPER
PARKS CHIEF/OPERATIONS
PARKS DISTRICT MANAGER
POLICE CHIEF/STATE MUSEUM
TOURISM MARKETING DIR

Supervisory Group 3

DEPUTY ASST SECRETARY 1
DEPUTY ASST SECRETARY 2