Solano County Department of Human Resources

To register: Contact Dept/Division Training Coordinator	County-Mandated Training Chart **Line Staff**	DOH Date of Hire EEs Employees OES Office of Emergency Services SP Self-Paced

Training Name and Course Code	On-Line	Classroom	Length	Frequency	Comments
1.ADA Training for Line Staff **(On-Line) HRR012**	√		SP	Once	Online class through Vector Solutions is titled: "Training- ADA Training for Line Staff" Go to website: **http://www.targetsolutions.com/solanocounty**
2. Customer Service Foundations Training **(On-Line) HRO110** **(Classroom) HRA110**		√	3 hrs	Once	"Solano County – Customer Service Foundations" With supervisor approval, EEs who work less than 20 hours per week are excused.
3. Driver Training Program **(On-Line)** Recurring training; required every 4 years if EE drives on County business (Personal or County vehicle).	√		SP	**4 yrs**	Online classes through Vector Solutions (12 courses): Go to website: **http://www.targetsolutions.com/solanocounty**; click on Self-Assign Link in Target Solutions. Course titles begin with **"Driver Program".** **Courses are 30 minutes in length. Must be completed within 6 months.**
4. Diversity Training **(Workplace Diversity)** **(On-Line) HRA125**	√	√	SP	Once	Online class thru Vector Solutions is titled: "Workplace Diversity" Go to website: **http://www.targetsolutions.com/solanocounty**

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<table>
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Training Name and Course Code	On-Line	Classroom	Length	Frequency	Comments
5. NIMS Training (**N**ational **I**ncident **M**anagement **S**ystem) **(Classroom no longer offered) SHFN01** **(SHFN01** satisfies the two online classes) Effective 9/2011, online classes only **SHF100:** ICS-100, **SHF200** ICS-200, <u>and</u> **SHF700:** IS-700	√		SP	Once	**Training is located on FEMA website; <u>not</u> Target Solutions** Course: ICS-100: **https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c** Course: ICS-200: **https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c** **<u>and</u>** Course: IS-700: **https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b** Extra Help, Part-Time, & Contract EEs are excused. Questions- contact Christine Castillo, OES Sergeant, (707) 784-1612. Send copy of completed certificates to **<u>Jennifer Isaac</u>** via email or inter-office mail. Employee retains original as proof of completion.

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6. Sexual Harassment Prevention Training **(Classroom) HRA081** **(On-Line) HRA101**	√	√	3 hrs SP	**2 yrs**	Online class through Vector Solutions is titled: "Anti-Harassment Training for All Employees – California (SB1343)" "Training - Solano County – EEO Policy" **http://www.targetsolutions.com/solanocounty**
7. Workplace Violence Prevention Training **(Classroom) HROWPT** **(On-Line) HRAWPO**	√	√	2 hrs SP	**2 yrs**	Online class through Vector Solutions is titled: "Workplace Violence Prevention-Solano County" Go to website: **http://www.targetsolutions.com/solanocounty**
8. Compliance Training **(Classroom) HRR018**	√	√	2 hrs	Once	Online class through Vector Solutions

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Training Name and Course Code	On-Line	Classroom	Length	Frequency	**Comments**
9. COVID 19 Employee Certification Training	√		SP	Once	

Vector Solutions – **Please note:** New employees are entered into Vector Solutions systems after their new hire paperwork has been processed in PeopleSoft, which may take up to 1 - 2 weeks. If you have questions or have trouble logging into
Vector Solutions, please contact HR Training Division at, HRTraining@solanocounty.com, Barbara Poundstone, BLPoundstone@solanocounty.com, ext. 3224, or Frances Stokes, fmstokes@solanocounty.com, ext. 3132.