



THE CITY OF SAN DIEGO



CITY OF SAN DIEGO PUBLIC UTILITIES DEPARTMENT TRAINING SECTION

STAR UTILITY SITE VISIT

SEPTEMBER 24, 2012





SCHEDULE

- **Monday, September, 24, 2012**
- **11:30 am**





SCHEDULE

- 11:45 am – 1:00 pm
- Working Lunch
- Public Utilities Department Training Section Overview – Stuart Karasik, Manager
- Training Registration Processes – Erika Ferreira, Training Supervisor



SCHEDULE

- 1:00 pm – 1:30 PM Training Prioritization Process
- Kate Christensen, Trainer
- 1:45 pm – 2:00 pm Break



SCHEDULE

- 2:00 pm – 3:00 pm Instructional Design Process for Fall Classic
- Erika Ferreira, Training Supervisor
- Mike Rosenberg, Collateral Duty Instructor for Fall Classic
- Sean Willis, Collateral Duty Instructor for Fall Classic



SCHEDULE

- 3:00 pm – 3:45 pm Tour of ETDC and Lower Training Area
- Stuart Karasik
- Erika Ferreira
- 3:45 pm – 4:00 pm Break
- 4:00 pm – 4:45 pm Technical Training/ 5 Yr Strategic Plan – Baywork
- 4:45 pm – 5:00 pm Questions and Debrief



SCHEDULE

- **Tuesday, September 25, 2012**
- 7:00 am – 11:00 am Observation of Fall Classic Day 1
- Will Curcio
- 11:00 am – 11:30 am Questions and Discussion of Fall Classic – Stuart Karasik
- 11:30 am to 12:30 pm Lunch
- 12:30 pm – 2:00 pm Final Discussions and Debrief



PUBLIC UTILITIES DEPARTMENT

- 1600 EMPLOYEES
- JOINT WATER AND WASTEWATER UTILITY
- THREE BRANCHES
 - Water
 - Wastewater
 - Business Support



TRAINING SECTION OVERVIEW

- MISSION
- HISTORY
- STAFFING
- PROGRAMMATIC AREAS
 - Technical Training
 - Certification Training
 - Training Consultation
 - Training Contract Management
 - Management and Professional Development



TRAINING SECTION OVERVIEW

- PROGRAMMATIC AREAS
 - Training Data Management
 - Support of Senior Management
 - External Training
 - Tuition Reimbursement
 - Liaison to Other City Departments
 - IACET Authorized Provider



TRAINING SECTION OVERVIEW

- TRAINING PUBLICATIONS
 - Public Utilities Net Training Page
 - Quarterly Training Calendar
 - Weekly Class Connection
 - PURE – Public Utilities Training and Registration



TRAINING SECTION OVERVIEW

- Major Programs
 - Water Academy
 - NEO
 - Spring Training
 - Fall Classic
 - Certification Review Training



TRAINING SECTION OVERVIEW

- Department Instructions
 - 10.10 Training
 - 10.11 Certification Reimbursement
 - 10.12 Financial Training



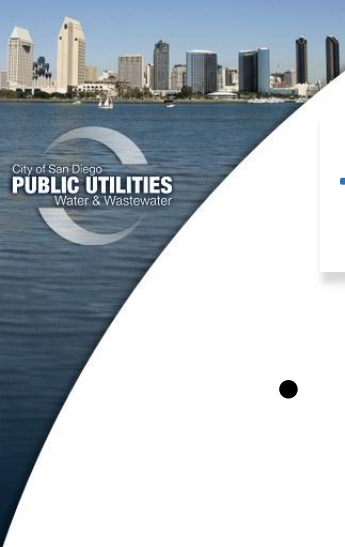
TRAINING SECTION OVERVIEW

- OTHER PROJECTS AND ACTIVITIES AS ASSIGNED
 - Confined Space Policy
 - Labor Relations
 - Citywide Training



TRAINING PRIORITIZATION PROCESS

- NEEDS IDENTIFICATION
- DEPARTMENT RESOURCES
 - Information/Knowledge
 - SME's
 - Fiscal
 - Instructors
 - Employees



TRAINING PRIORITIZATION PROCESS

- JOINT COLLABORATION/RESPONSIBILITIES
 - Training Section Staff
 - SME
 - Requesting Unit



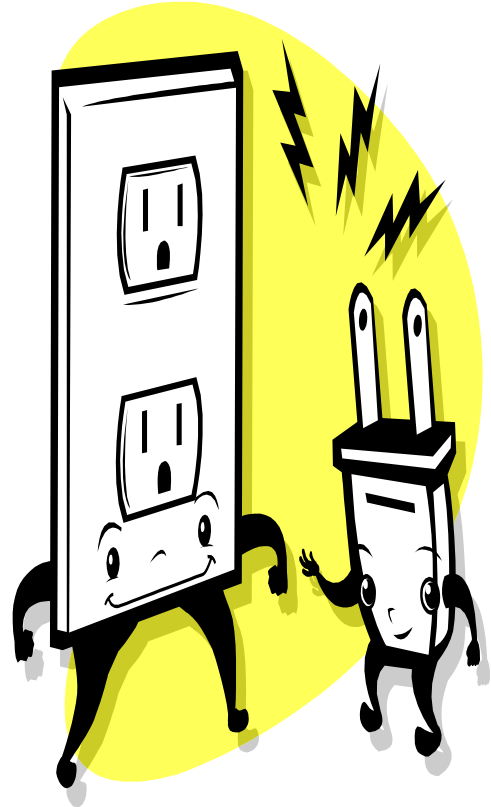
TRAINING PRIORITIZATION PROCESS

- PROGRAM DEVELOPMENT
- PROGRAM REVIEW/PEER REVIEW
- SCHEDULING/PRESENTATION
- PROGRAM EVALUATION
- MODIFICATION BASED ON EVALUATION



TRAINING PRIORITIZATION PROCESS

- ELECTRICAL TRAINING EXAMPLE





INSTRUCTIONAL DESIGN PROCESS

- NEEDS IDENTIFICATION
- DEPARTMENT RESOURCES
 - Information/Knowledge
 - SME's
 - Fiscal
 - Instructors
 - Employees



INSTRUCTIONAL DESIGN PROCESS

- JOINT COLLABORATION/RESPONSIBILITIES
 - Training Section Staff
 - SME
 - Requesting Unit



INSTRUCTIONAL DESIGN PROCESS

- PROGRAM DEVELOPMENT
- PROGRAM REVIEW/PEER REVIEW
- SCHEDULING/PRESENTATION
- PROGRAM EVALUATION
- MODIFICATION BASED ON EVALUATION



LOWER TRAINING AREA

- NEED
- LOCATION
- ACQUISITION AND COST
- SUPPLIES AND EQUIPMENT
- EXAMPLES OF USE