

RULE 6
EMPLOYEE TRAINING AND ORGANIZATIONAL DEVELOPMENT
(Effective April 1, 2006; Rules Revision Memo 6C)

Purpose statement:

(Revised effective January 12, 2007; Rules Revision Memo 13C)

The purpose of this rule is to set forth the responsibility, under the Denver Revised Municipal Code ("DRMC"), for developing and administering employee training and organizational development programs.

Section 6-10 Responsibility

- A. Appointing authorities shall be responsible for providing services and support to managers/supervisors for training and developing their employees. Appointing authorities are responsible for assuring that training programs are geared to specific department or agency needs, are planned and established, and that their employees have an opportunity to participate in them.
- B. The Career Service Authority ("CSA"), in cooperation with other City departments and agencies, shall develop and make available to employees the City-wide training programs required by this Rule 6, as well as any other training programs it deems are necessary.
- C. CSA, in cooperation with departments and agencies, shall establish program standards, and document and maintain records of achievement for all CSA sponsored training and career development programs. CSA shall also be responsible for the coordination, evaluation and monitoring of these programs.

Section 6-20 Mandatory Programs

(Revised effective January 12, 2007; Rules Revision Memo 13C)

- A. All Career Service employees serving employment probation are required to complete training programs during their probationary period that address the following topics:
 - 1. New employee orientation;
 - 2. Ethics and accountability;
 - 3. Preventing harassment, workplace violence and bullying; and
 - 4. Any other training required by the DRMC and applicable Executive Orders.

- B. Employees appointed to supervisor positions are required to complete supervisory training prior to the completion of their probationary period that address the following topics;
 - 1. The Performance Enhancement Program and Performance Enhancement Program Reports;
 - 2. Counseling and discipline; and
 - 3. Employment laws and Career Service Rules.
- C. Failure to complete the required training course work shall result in the extension of probation until the course work has been completed, in accordance with Rule 5 APPOINTMENTS AND STATUS. City departments and agencies are expected to make sure their employees meet the training requirements of this rule.
- D. Departments or agencies may conduct training to fulfill the requirements established above, with the approval of the Personnel Director. Departments or agencies that conduct such training shall provide CSA with documentation evidencing the completion of the required training. Such documentation shall include the course title, the names of employees who have completed the training, and the date of completion.

Section 6-30 Training Leave

The use of leave to take training courses is governed by Rule 11 LEAVE.

**APPENDIX 6.A.
LIST OF CLASSIFICATIONS FOR WHICH SUPERVISORY TRAINING IS REQUIRED**

CLASSIFICATION TITLE	JOB CODE
3-1-1 Customer Service Operations Supervisor	CS2154
Accounting Supervisor	CV1796
Administrative Operations Supervisor	CA0646
Agency Controller	CV1802
Americans with Disabilities Act Compliance Officer	CA0637
Anesthesia Technical Services Supervisor	CH1612
Animal Control Investigator Supervisor	CN1808
Arborist	CN1812
Assessment Technical Services Supervisor	CV1814
Assistant City Attorney Section Supervisor	CL0359
Assistant City Attorney Unit Leader	CL1595
Assistant Director of Excise and Licenses	CA0684
Assistant Director of Pharmacy	CO0560
Assistant Golf Professional	CG1819
Audit Supervisor	CV1832
Automotive Body Repair Supervisor	CT0072
Automotive Parts Room Supervisor	CS1834
Automotive Service Center Supervisor	CT0074
Aviation Noise Abatement Officer	CN1836
Aviation Operations Manager	CA0707
Aviation Operations Representative Supervisor	CS1560
Aviation Painting Supervisor	CT0080
Aviation Parking Reconciliation Analyst	CV1838
Aviation Planning Administrator	CE0376
Budget and Management Supervisor	CV1845
Budget and Revenue Administrator	CV1846
Business Analyst Supervisor	CA1605
Buyer Supervisor	CA0722
Case Management Supervisor	CA0853
Central Services Support Supervisor	CG1078
Central Supply Supervisor	CS0472
Chemist Supervisor	CE0378
Chief Inspector	CN1855
Chief Trades Inspector	CT1743

CLASSIFICATION TITLE	JOB CODE
City Surveyor	CE0381
Clinical Social Work Team Leader	CO0565
Computer Operations Supervisor	CI0318
Concession and Asset Supervisor	CA0744
Construction and Maintenance Supervisor	CT0105
Construction Survey Engineer	CE0385
Contract Administration Supervisor	CA0750
Contract Compliance Supervisor	CA0753
County Court Marshal Supervisor	CN1867
Court Staff Supervisor	CA0761
Crew Supervisor	CJ1869
Critical Care Respiratory Supervisor	CH1646
Custodial Supervisor	CJ1874
Data Network Administrator	CI0326
Dental Assistant Supervisor	CH1621
Department of Safety Personnel Supervisor	CA0780
Deputy Public Trustee	CA0783
Deputy Sheriff Sergeant	CU1059
Development and Planning Supervisor	CE1566
Diagnostic Imaging Supervisor	CH0519
Director of Aviation Operations	CA0795
Director of Employee Assistance	CA0806
Director of Financial Management	CV1884
Director of Internal Audit	CV1885
Education Program Supervisor	CA0844
Electrical Supervisor	CT0112
Electrocardiograph Technician Supervisor	CH0524
Electronic Monitoring Prob Officer Superv	CN1899
Electronics Technician Supervisor	CT0114
Emergency Management Coordinator	CA0849
Emergency Service Supervisor	CH1901
Employee Development and Education Supervisor	CA0851
Engineer/Architect Supervisor	CE0403
Environmental Programs Supervisor	CA1697

CLASSIFICATION TITLE	JOB CODE
Environmental Scientist Supervisor	CE0406
Executive Assistant to Mayor	CA0860
Facility and Grounds Mntce Crew Supervisor	CJ1912
Facility Management Technician Supervisor	CE0408
Financial Operations Administrator	CV1921
Fire Protection Supervisor	CE0410
Fleet Maintenance Engineer	CE0411
Food Production Supervisor	CS0468
Food Service Custodial Supervisor	CS1733
Forensic Autopsy Tech Supervisor	CH1655
GIS Photogrammetry Administrator	CI0344
Golf Course Operator	CG1927
Health Information Supervisor	CH1624
Heating Ventilating, AC Supervisor	CT0140
Heavy Equipment Mechanic Line Supervisor	CT0131
Historic Parks and Museum Administrator	CG1932
Human Resources Administrator	CA0650
Human Resources Supervisor	CA0926
Human Service Supervisor	CH1936
Information Technology Supervisor	CI1563
Information Technology Technician Supervisor	CI1661
Inpatient Transportation Supervisor	CJ1939
Institution Food Steward Supervisor	CS0479
Internet Site Administrator	CI0349
Interpreter Coordinator	CS1691
Investigator Supervisor	CN1940
Landscape Architect Supervisor	CE0417
Landside Operations Supervisor	CN1944
Laundry Supervisor	CS0482
Legal Administrator	CA0895
Maintenance Control Supervisor	CS1724
Mammography Technologist Supervisor	CH0533
Marketing, Pub/ Employee Relations Coord	CA0900
Marketing/Public Relations Administrator	CA1977

CLASSIFICATION TITLE	JOB CODE
Mechanic Line Supervisor	CT0149
Medical Interpreter Supervisor	CS1693
Medical Technologist Unit Supervisor	CS0585
Mental Health Counselor Training Administrator	CO1630
Motor Vehicle Assistant Branch Manager	CC0277
Mountain Parks Operations Supervisor	CJ1969
Multiple Trades Supervisor	CT0152
Nuclear Medicine Technologist Supervisor	CH0538
Nursing Clinical Coordinator	CO0593
Nursing Program Manager	CO0595
Occupational Therapist Supervisor	CO0599
Operations and Production Supervisor	CT0153
Operations Supervisor	CJ1982
Operations Support Coordinator	CC0281
Paramedic Dispatch Supervisor	CS0490
Paramedic Fleet Supervisor	CH2144
Paramedic Operations Supervisor	CH0544
Parking Operations Crew Supervisor	CJ1987
Parking/Speeding Enforcement Supervisor	CN1984
Permit Supervisor	CE1597
Physical Therapist Supervisor	CO0603
Plumbing Supervisor	CT0166
Police Research and Development Supervisor	CA0930
Pool Supervisor	CG2114
Prevailing Wage Enforcement Administrator	CA0934
Print Shop Supervisor	CG1086
Probation Officer Supervisor	CN1997
Program Evaluator	CA0940
Program Manager	CA1714
Psychologist Team Leader	CO0608
Public Health Contract Administrator	CA0945
Public Health Veterinarian	CD1072
Public Works Purchasing Administrator	CA0950
Quality Improvement Coordinator	CO0609

CLASSIFICATION TITLE	JOB CODE
Real Property Appraiser Supervisor	CV2008
Recreation Supervisor	CG2013
Research Supervisor	CA0969
Risk Administrator	CA0971
Security Supervisor	CN2018
Senior Econ Dev Spec Bus Development	CV2030
Senior Economic Dev Spec Small Business	CV2029
Senior Regulatory Reform Analyst	CA0996
Senior Television Services Producer	CG2039
Senior Transcriptionist	CC0304
Senior Physician	CD1073
Senior Technical Physician	CD1074
Senior Water Conservation Analyst	CA1000
Signage Supervisor	CG2044
Social Case Worker Supervisor	CO0625
Stapleton Redevelopment Programs Mgr	CA1008
Stockroom Supervisor	CS2062
Supervisor of Administrative Support I	CC1508
Support Services Administrator	CA1432
Tax Revenue Agent Supervisor	CV2132
Technical Support Supervisor	CA1433
Telecommunications Administrator	CI1017
Television Unit Supervisor	CJ2073
Tenant Facility Project Supervisor	CE0439
Theaters and Arenas Business Manager	CG2075
Traffic Signal Technician Supervisor	CT0213
Turf Equipment Mechanic Supervisor	CT0218
Ultrasound Technologist Supervisor	CH0556
Underground Utility Investigator Supervisor	CN2082
Utilities Administrator	CA1030
Wastewater Quality Control Supervisor	CE1712
Workers Compensation Modified Duty Coordinator	CA1045
Workers Compensation Claims Supervisor	CA1048