**SAMPLE**

Your position has been identified as requiring additional training based on the essential functions and responsibilities noted in your most recent position description. These trainings are designed to comply with federal, state, and university mandates.

While all university employees must complete **required training** as a term of employment, some positions also need to complete position-specific required training. Please review the trainings checked below for your position.

<table>
<thead>
<tr>
<th>✓</th>
<th>Responsibility</th>
<th>Position-Specific Required Training</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPLIANCE TRAINING FOR POSITION-SPECIFIC FUNCTIONS AND RESPONSIBILITIES</strong></td>
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</tbody>
</table>
| 1. Supervise, lead, or provide work direction for other employees; includes all athletic coaches | CSU Sexual Harassment Prevention Training for Supervisors (Web-based via Workplace Answers)  
Watch for an email from “WorkplaceAnswers” | Note: HRSC has initiated enrollment on your behalf. Please note it may take a few weeks to process.  
Beverly Gentry  
HRSC Professional Development  
pdev@csuchico.edu | |
| 2. Work with chemical products (laboratories, custodial services, etc.) | EHS Hazardous Communication (Web-based)  
Watch for an email from “EHS - Training Administrator” | Marvin Pratt  
Environmental Health & Safety  
mpratt@csuchico.edu | |
| 3. Use a procurement card (which is different than a travel credit card) | CSU Conflict of Interest Training (Web-based via Workplace Answers)  
Watch for an email from “WorkplaceAnswers” | Note: HRSC has initiated enrollment on your behalf. Please note it may take a few weeks to process.  
Mary Wrightson  
HRSC Central Services  
coi@csuchico.edu | |
| 4. Has authority to make purchase/contract decisions, or is listed on the CSU Designated Positions list for Conflict of Interest reporting for CSU, Chico | CSU Conflict of Interest Training (Web-based via Workplace Answers)  
Watch for an email from “WorkplaceAnswers” | Note: HRSC has initiated enrollment on your behalf. Please note it may take a few weeks to process.  
Mary Wrightson  
HRSC Central Services  
coi@csuchico.edu | |
| 5. Access or process credit card data (which includes processing more than one card at a time or data entry) | ISEC PCI Awareness training | Information Security  
chicoinformationsecurity@csuchico.edu | |
chicoinformationsecurity@csuchico.edu | |
| 7. Has access to health care records | ISEC HIPAA Awareness training | Information Security  
chicoinformationsecurity@csuchico.edu | |
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<td>✓</td>
<td>8. Is <strong>required</strong> to drive a state, rental or personal vehicle/cart for state business as part of their job responsibilities.</td>
<td>Defensive Driving Training – any person driving on state business needs to complete the defensive driving training once every four years.</td>
<td>Register via <a href="http://www.csuchico.edu/ehs/">http://www.csuchico.edu/ehs/</a>. Kathy Kinch Environmental Health &amp; Safety <a href="mailto:kkinch@csuchico.edu">kkinch@csuchico.edu</a></td>
</tr>
<tr>
<td></td>
<td>9. Serve as an athletic coach</td>
<td>CSU Sexual Harassment Prevention Training for Supervisors (Web-based via Workplace Answers) <em>Watch for an email from “WorkplaceAnswers”</em></td>
<td>Note: HRSC has initiated enrollment on your behalf. Please note it may take a few weeks to process. Beverly Gentry HRSC Professional Development [<a href="mailto:pdev@csuchico.edu">pdev@csuchico.edu</a>](mailto(<a href="mailto:pdev@csuchico.edu">pdev@csuchico.edu</a>)]</td>
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**PRE-REQUISITE TRAINING FOR POSITION-SPECIFIC FUNCTIONS AND RESPONSIBILITIES**

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<td>10. May drive a state, rental or personal vehicle/cart for state business (including off-campus meetings)</td>
<td>Defensive Driving Training – any person driving on state business needs to complete the defensive driving training once every four years.</td>
<td>Register via <a href="http://www.csuchico.edu/ehs/">http://www.csuchico.edu/ehs/</a>. Kathy Kinch Environmental Health &amp; Safety <a href="mailto:kkinch@csuchico.edu">kkinch@csuchico.edu</a></td>
</tr>
<tr>
<td>11. Is a campus Emergency Operations Center (EOC) member</td>
<td>Emergency Operations Center training</td>
<td>Marvin Pratt Environmental Health &amp; Safety <a href="mailto:mpratt@csuchico.edu">mpratt@csuchico.edu</a> <a href="http://www.csuchico.edu/up/emergency/">http://www.csuchico.edu/up/emergency/</a></td>
</tr>
<tr>
<td>12. Complete Staff Action Forms (SAFs)</td>
<td>Business process training</td>
<td>Susan Long HRSC Information Systems <a href="mailto:slong@csuchico.edu">slong@csuchico.edu</a></td>
</tr>
<tr>
<td>13. Access to the campus’ Common Financial System (CFS) for budgeting purposes</td>
<td>Business process training</td>
<td>Carol Rudolph Accounting Operations <a href="mailto:FinCMS@csuchico.edu">FinCMS@csuchico.edu</a> <a href="http://www.csuchico.edu/up/fin/cfs">CFS Training</a></td>
</tr>
<tr>
<td>14. Serve in University Advancement, requiring confidentiality, Banner and Fundraising access</td>
<td>Confidentiality and business process training</td>
<td>Flynn Hoffman University Advancement <a href="mailto(fhoffman@csuchico.edu)">fhoffman@csuchico.edu</a></td>
</tr>
</tbody>
</table>

If you have already taken some of this training – thank you. If not, please notify the appropriate contact to obtain further information about how to be enrolled in the specified training.

Professional Development
Human Resources Service Center
Phone: (530) 898-6771
Email: [pdev@csuchico.edu](mailto(pdev@csuchico.edu))