

9.01 EMPLOYEE TRAINING AND DEVELOPMENT

**Program Overview**

The ~~City of Portland~~Auditor's Office recognizes that continuous learning and development of its employees are important contributions toward the productivity and professionalism of ~~the City's~~sits work force. Development and management of the ~~City's workforce~~employees to sustain and improve performance enhances the delivery of services to the public and ~~sustains employee~~fosters job satisfaction.

**BHR Training and Workforce Development**

The Training and Workforce Development unit within the Bureau of Human Resources (BHR) is responsible to provide centralized administration and delivery of Citywide Training Programs, including Human Resources Administrative Rule 2.02 Prevention of Workplace Discrimination, Harassment, and Retaliation; Cultural Competency; Citywide Professional Development Courses; Manager/Supervisor Development; New Employee Onboarding; Mandatory Reporting of Child and Elder Abuse; and other policy-oriented training, such as workplace violence prevention; employee discipline; and protocol for investigation of discrimination or other complaints.

BHR Training and Workforce Development also coordinates and supports training programs sponsored by City bureaus through the CityLearner learning management system.

Auditor's Office employees are eligible to participate in City-provided training opportunities and have access to these courses through the CityLearner system. Employees are encouraged to take advantage of courses offered through BHR, other Citywide offerings, or those they identify on their own, with approval from their manager.

The Auditor's Office may also provide training equivalent to or that augment courses provided by the City.

**Employee Training and Development Programs**

Training programs should be structured to either support the ~~business~~interests of the ~~bureau~~Auditor's Office or enhance the development of employees' careers and job opportunities ~~in the City~~. Training programs should include systematic methods for assessing training needs, providing training to meet priority needs, selecting personnel for training, and evaluating the training provided.

Some training courses are required by City Council mandate or for compliance with legal or other requirements. The City Auditor will determine courses that will be required by employees of the Auditor's Office. The current list of mandatory training is included as an Addendum to this Rule. The Addendum will be updated as needed, ~~and made available online through the CityLearner learning management system and also through the BHR Training and Workforce Development web page.~~

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**New Employee Onboarding**

~~New employees of~~ Upon hire with the City of ~~Portland,~~ Auditor's Office ~~new employees~~ are required to review the Auditor's Office Human Resources ~~Administrative R~~ules that are designated by ~~BHR~~ the City Auditor as critical ~~rules~~ as part of the new employee ~~orientation~~ onboarding process ~~within the first week of employment~~. Training in ~~Human Resources~~ Administrative ~~r~~Rule 2.02 and other mandatory topics must be completed as soon as is practical.

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**Citywide Training and Development Classes**

City employees at all levels are eligible to attend most of the courses offered by BHR Training and Workforce Development; attendance requires bureau manager approval. Enrollment for some courses may be restricted to certain employee groups (e.g., City of Portland employees only, current Managers and Supervisors only, etc.). Others, while not restricted, are best suited for employees at specific levels or occupations. Providing an employee meets any enrollment restrictions, the decision of whether the employee may or may not participate in training during regular work hours, on City Auditor's Office time; and/or at City expense is at the discretion of that employee's bureau and its management/supervisory staff manager. ~~Exceptions to bureau discretion include all workshops and courses that are required through Council Ordinance or other mandates.~~

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**Professional Skills Development and Training Curriculum**

The purpose of professional development is to provide training to meet the business and learning needs of ~~bureaus~~ the Auditor's Office and employees; through a collaborative process. These courses may be offered through Training and Workforce Development or by ~~an individual bureau~~ the Auditor's Office.

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**Technical and Professional Associations**

The ~~City Auditor's Office~~ encourages employee membership and participation in technical and professional associations and activities on a local and national level. Within the constraints of approved budgets, bureau directors managers may approve leave, professional dues reimbursement and/or reimbursement for attendance at professional meetings, seminars and similar work-related activities.

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**Training Schedules**

Training schedules are established to be compatible with the needs of ~~bureau office~~ operations and employee work schedules. Training ~~for City employees~~ may be conducted both during and outside of an employee's regular work schedule. Regular or overtime wages will be paid for mandatory training outside the employee's regular work schedule in accordance with applicable State and Federal laws, ~~Human Resources~~ Administrative Rules, and/or collective bargaining agreements.

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**Designation of Training as Mandatory**

The Auditor will determine which training courses are mandatory for Auditor's Office employees. Criteria for making the determination will include:

~~The Director of Human Resources may designate completion of or attendance at training programs for city employees, managers, and supervisors as mandatory, providing the training is provided for one or more of the following reasons:~~ to ensure understanding of and compliance with law; City Code; and Auditor's Office City Rules, ~~including HR Administrative Rules and other citywide policies;~~ to support citywide initiatives or mandates as adopted by City Council; to reduce potential risk and liability to the City; and/or to define and communicate expectations and ensure

ethical, professional, and appropriate behavior and conduct on the part of ~~City~~ employees in their official capacity.

~~The Human Resources Director may designate training as mandatory at their initiative or at the request of a bureau director, with commissioner in charge approval.~~

**Administrative Rule  
History**

~~Adopted by Council March 6, 2002, Ordinance No. 176302~~

~~Effective April 5, 2002~~

~~Revised December 4, 2013~~

~~Revised April 25, 2016~~

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City of Portland Human Resources Administrative Rules  
Auditor's Office Human Resources Administrative Rules

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**Addendum – List of Mandatory Training for City Auditor's Office employees, managers, and supervisors**

~~The City Auditor has determined that the following will be mandatory training for Auditor's Office employees, based on the following criteria: As provided in City of Portland Ordinance No. 187162, the Director of Human Resources may designate completion of or attendance at training programs for city employees, managers, and supervisors as mandatory, providing the training is provided for one or more of the following reasons: to ensure understanding of and compliance with law, City Code, and City Auditor's Office Rules, including Human Resources rules Administrative Rules and other citywide policies; to support citywide initiatives or mandates as adopted by City Council; to reduce potential risk and liability to the Auditor's Office and the City; and/or to define and communicate expectations and ensure ethical, professional, and appropriate behavior and conduct on the part of City Auditor's Office employees in their official capacity.~~

~~The Human Resources Director may designate training as mandatory at his/her initiative or at the request of a bureau director, with commissioner in-charge approval.~~

~~The following list of designated mandatory training will be updated as necessary. Notification of changes and updates will be provided.~~

<b>Title of Mandatory Training</b>	<b>Required for</b>	<b>Frequency of Training</b>
HR Rule 2.02 Workplace Harassment, Discrimination, and Retaliation Prevention	All <del>City Auditor's Office</del> employees, managers, and supervisors	Within first year after hire and every 3 years thereafter
Equity 101	All <del>Auditor's Office</del> City employees, managers, and supervisors	Within first year after hire
<u>Records Management: An everyday responsibility</u>	<u>All Auditor's Office employees, managers, and supervisors</u>	Within first year after hire
<u>Auditor's Office New Employee Onboarding</u>	<u>All Auditor's Office employees, managers, and supervisors</u>	<u>At time of</u> hire
Mandatory Reporting of Child Abuse	All <del>Auditor's Office</del> City employees, managers, and supervisors	<del>Within the first year after hire</del> <u>Upon hire</u> and within six months of updates or revision
Administering the Discipline Process	All <del>Auditor's Office</del> City managers and supervisors	<del>Within first year after</del> <u>Upon</u> hire or appointment to position with supervisory responsibilities
Cultural Competency for Managers and Supervisors (3-part series)	All <del>Auditor's Office</del> City managers and supervisors	<del>Within first year of</del> <u>Upon</u> hire or appointment to position with supervisory responsibilities
Manager/Supervisor 4-part Series (Ethical Leadership; Emotional Intelligence; Performance Management; Conflict Management)	All <del>Auditor's Office</del> City managers and supervisors	<del>Within first year of</del> <u>Upon</u> hire or appointment to position with supervisory responsibilities

Reasonable Suspicion of Drug and/or Alcohol Use in the Workplace	All <del>Auditor's Office</del> <del>City</del> managers and supervisors	<del>Within first year of</del> <del>Upon</del> hire or appointment to position with supervisory responsibilities
Defensive Driver	All <del>Auditor's Office</del> <del>City</del> employees who operate a motor vehicle on City business	<del>At time of</del> <del>Upon</del> hire or appointment to position requiring operation of motor vehicle
Van Driver Safety	All <del>Auditor's Office</del> <del>City</del> employees who operate a City-owned 15-passenger van	<del>At time of</del> <del>Upon</del> hire or appointment to position requiring operation of 15-passenger van