



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject:*

**Agency Training Program**

*Section – Policy Number:*

**D: Personnel Management – 3.8**

*Supersedes:*

**I-D-3.8 (09/09)**

**I-D-3.8 (09/02)**

**I-D-2.11 (06/99)**

*Effective Date:*

**07/28/2014**

*Date of Last*

*Review:*

**07/28/2018**

**Related Standards and References:**

- American Correctional Association, *Standards for Administration of Correctional Agencies*; 2-CO-1D-01 (Program Coordination and Supervision); 2-CO-1D-04 (Training Resources)
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-6E-01 (Staff Development); 4-JCF-6E-02 (Training Plan); 4-JCF-6E-03 (Training Advisory Committee)
- [DAS policy 50.045.01](#) (Employee Development and Implementation of Oregon Benchmarks for Workforce Development)
- OYA policy: [I-D-3.9 \(Staff Training and Development\)](#)

**Related Procedures:**

- None

**Policy Owner:**

Training Academy Director

**Approved:**

Fariborz Pakseresht, Director

**I. PURPOSE:**

This policy describes OYA’s training program and the roles of the Training Advisory Committee, Cross-functional Review Team, and the Training Academy.

**II. POLICY DEFINITIONS:**

**Training Advisory Committee (TAC):** An agency committee that assesses agency training needs and aligns training strategies to most effectively support and implement agency (and juvenile justice) business initiatives.

**Cross-functional Review Team:** A workgroup of staff representing a cross-section of the agency convened to detail course descriptions, learning outcomes, and evaluation methods for specific training topics or needs. Membership varies according to topic and need.

### **III. POLICY:**

OYA recognizes its staff as its greatest resource. Investing in staff development and enhancing staff competencies are two of the agency's highest priorities. OYA has a planned training program that coordinates training requests, curriculum design, and content development; tests delivery of material; facilitates approval of new training; and evaluates training outcomes.

### **IV. GENERAL STANDARDS:**

#### **A. Training program**

OYA's training program is designed to assess current and forecast future workforce development skills and competencies; and develop, implement, and monitor training within the agency. This program:

1. Identifies and plans for OYA training essential to all staff;
2. Addresses specialized needs and skills;
3. Supports workforce development relative to implementation of new agency initiatives;
4. Assures that training is current, timely, and proactively managed over time; and
5. Maintains the agency's curriculum catalog of training events and learning initiatives.

#### **B. Agency responsibilities**

The training program includes agency staff and stakeholder participation to ensure the curriculum and implementation plans reflect the OYA mission, values, and training goals.

1. Training Advisory Committee (TAC)
  - a) Reviews agency initiatives and training needs;
  - b) Ensures business initiatives that require training have clearly defined outcomes (with measures of effectiveness);
  - c) Reviews and recommends training plans to Cabinet;
  - d) Approves timelines for agency training plan;
  - e) Reviews and approves methodologies for training;
  - f) Reviews and approves criteria for prioritizing training initiatives and exceptions to training initiatives;
  - g) Reviews training requests for consistency with approved financial program plans and policies;

- h) Provides capacity for and aid in the overall planning and evaluation of training programs;
- i) Proposes new or revised training policies and procedures;
- j) Supports and markets new and innovative training methodologies that increase effectiveness, efficiency and success of agency initiatives; and
- k) Keeps agency managers informed of significant training trends and issues.

2. Cross-functional Review Team

- a) Works collaboratively with the Training Academy when designing training;
- b) Develops continuous quality improvement and communication plans to ensure successful implementation of approved recommendations; and
- c) Considers key areas when designing training:
  - (1) Course description;
  - (2) Learning outcomes;
  - (3) Method of delivery; and
  - (4) Proposed measures of effectiveness.

3. Training Academy

- a) Consults with agency managers to develop the biennial agency training plan and presents the plan to the TAC;
- b) Reviews the cross-functional review team's work product and prepares recommendations for presentation to the TAC;
- c) Works collaboratively with the cross-functional review team, subject matter experts, and training owner to define curriculum goals, content, and training delivery concepts;
- d) Develops procedures to facilitate the operation of the Training Academy and delivery of training by non-Academy personnel;
- e) Develops, coordinates, and provides training to accomplish the agency workforce development and training plan;
- f) Creates and publishes the OYA training calendar; and

- g) Coordinates staff training documentation. (See related policy I-D-3.9 Staff Training.)

C. Agency training plan

1. The Training Academy director must ensure the agency's training plan is developed biennially and includes annual goals.
2. The plan must be developed using data from needs assessments, current training mandates, desired workforce competencies, and cross-functional review team involvement.
3. The training plan must be approved by the TAC and reviewed annually.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**