

# Citywide Training & Staff Development

## Human Resources Management

### Training Checklist Guide for New Employees

Please work with your direct supervisor to complete the tasks on the check list below.

If you need assistance, contact [citywidetraining@oaklandca.gov](mailto:citywidetraining@oaklandca.gov).

- Supervisors: Please allow 8 hours of work time for employee to complete these readings

**TRAINING CHECKLIST DUE DATE WILL BE ANNOUNCED AT NEO**

#### TARGET SOLUTIONS WEB BASED TRAINING

(your DSW and Ethics Trainings will be accessible on Target Solutions)

1. **Click on the Target Solutions Link:** <https://tinyurl.com/4gss2x69>
2. **LOGIN:** Your login will be your **employee#** followed by **coo** (lower case): example - **11111coo**
3. **PASSWORD:** Your password the first time logging in should be: **safety** (all lower case)

**\*\*If you have trouble logging in to Target Solutions - email Erika Turner [eturner@oaklandca.gov](mailto:eturner@oaklandca.gov)**

4. Go to self-assign and look up the following courses to complete

#### NEOGOV LEARN LMS TRAINING (all the rest of the trainings will be accessible on LEARN)

1. Click in this link: <https://login.neogov.com/>
2. Login using your work email address (@oaklandca.gov / @oaklandcityattorney.org / @oaklandlibrary.org)

## NEOGOV

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

If you do not have access or do not know your password. Click on "FORGOT YOUR USER NAME OR PASSWORD"

You will receive a password reset link in your work inbox

If you are having access issues, contact [citywidetraining@oaklandca.gov](mailto:citywidetraining@oaklandca.gov)

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Complete the following Read and Acknowledge Statements on NEOGOV LEARN:

Training	Method	Duration / Details
<b>AI # 140</b> Electronic Media Policy	Online NEOGOVL EARN LMS	30 minutes
<b>AI # 404</b> Lactation Accommodation	Online NEOGOVL EARN LMS	30 minutes
<b>AI# 544</b> Managing Violence in the Workplace	Online NEOGOVL EARN LMS	30 minutes
<b>AI # 577</b> City of Oakland Policy Regarding Alcohol and Drug Use	Online NEOGOVL EARN LMS	30 minutes
<b>AI #580</b> City Race and Equity	Online NEOGOVL EARN LMS	30 minutes
<b>AI # 596</b> Citywide Code of Conduct for Nonsworn Employees	Online NEOGOVL EARN LMS	30 minutes
<b>AB 2337</b> Rights of Victims of Domestic Violence, Stalking and Sexual Assault	Online NEOGOVL EARN LMS	15 minutes

### California Mandated Anti-Harassment Training for Supervisors and General staff

By state law all city employees are required to complete the training below by 4:00pm on 1/1/22. Failure to meet this mandatory training by the due date could result in corrective action.

#### **For AB 1825 Training – Supervisory Staff is defined as:**

Directors, elected officials, commissioners, managers, supervisors and, employees acting in a supervisory role.

This includes anyone with authority to hire, fire, assign, transfer, discipline, or reward other employees.

Supervisory staff is also anyone with the authority to effectively recommend (but not necessarily take) these actions if exercising that authority requires the use of independent judgment (Department of Fair Employment and Housing

<https://www.dfeh.ca.gov/> )

Training	Method	Duration / Details	How Often
<b>SB 1343</b> Anti-Harassment Training for all non-supervisors	Online through NEOGOV Learn LMS	<b>Duration: 1 hour</b>	Must Be completed every 2 years If you took it in 2021, you are compliant until 2023
<b>AB 1825</b> Anti-Harassment Training for Supervisors and Managers	Online through NEOGOV Learn LMS	<b>Duration: 2 hours</b>	Must be completed every 2 years If you took it in 2021, you are compliant until 2023

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### Local Mandates for Anti-Harassment Training

Training	Method	Duration / Details
Administrative Instruction #71 For Supervisors	Virtual Live Register in NEOGOV	<b>Duration: 2 hours</b> facilitated by EICRC
Administrative Instruction #71 Read and Acknowledge verification	Register in NEOGOV	<b>Duration: 20 minutes</b>

### Additional City of Oakland Training Mandates

Training	Method	Duration / Details
<b>Mandatory Introduction to Ethics for Public Servants</b>	Online through NEOGOV LEARN LMS	<b>Duration: 15 mins</b>
<b>AB 1234 California Local Agency Ethics</b>	Online through Target Solutions Contact Erika Turner for access This is not available in NEOGOV LEARN LMS	<b>Duration: 2 hours</b>
<b>DSW – Disaster Service Worker Awareness Training</b>	Online through Target Solutions Contact Erika Turner for access	<b>Duration: 30 mins</b>
<b>Reducing Bias and Cultivating Workplace Inclusion</b>	In Person, Register in NEOGOV or through Citywide Training	<b>Duration: 2 hours</b>
<b>Focusing on the Customer</b>	Online through NEOGOV LEARN LMS	Duration: 30 minutes online or 1 hour in person
<b>New Employee Safety Orientation</b>	Online through NEOGOV LEARN LMS	Duration: 30 minutes online or 1 hour in person

### NEXT STEPS

#### Login to NEOGOV LEARN and TARGET SOLUTIONS TO MAKE SURE YOU HAVE ACCESS

1. You will be assigned all mandatory training in NEOGOV LEARN with the exception of anything in Target Solutions (you will have to self-assign to those classes)
2. You will need to complete the training by the deadline assigned in New Employee Orientation, not the one assigned in the system.
3. If you have a certificate from your previous agency, you can submit it to [citywidetraining@oaklandca.gov](mailto:citywidetraining@oaklandca.gov) to add it to your transcript.

If you have any questions about the checklist, contact [citywidetraining@oaklandca.gov](mailto:citywidetraining@oaklandca.gov)

Help With	Contact EM	Phone
NEOGOVLMS access and issues	<a href="mailto:citywidetraining@oaklandca.gov">citywidetraining@oaklandca.gov</a>	Email preferred
Target Solutions Access	<a href="mailto:eturner@oaklandca.gov">eturner@oaklandca.gov</a>	510-238-7660
Request to check if training has been completed	<a href="mailto:citywidetraining@oaklandca.gov">citywidetraining@oaklandca.gov</a>	Email preferred

Having issues with NEOGOV LEARN LMS? [Click here to get support](#)

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