

Training for Personnel Programs
Division of Human Resources
Total Compensation Unit
2007

The following is a description of training courses offered by the Division of Human Resources, Total Compensation Unit. Training is scheduled on an as needed basis and not on a regular predetermined schedule. To place your name on a waiting list, please contact Carmen Schrimpscher at 303.866.2391 or Carmen.Schrimpscher@state.co.us. Class size is limited and will be offered on a first-come, first-served basis. We anticipate converting part of the course curriculum to Internet, online e-learning in the near future. Please revisit this site to learn more about this exciting opportunity coming soon.

Fair Labor Standards Act (FLSA)

This training will guide HR professionals through the very basics of overtime compensation requirements established by the US Department of Labor. The training will help HR professionals understand state and federal law, guide departments on establishing and enforcing internal policies, and provide tips on what to do when US DOL sends a notice of an investigation. Classes are scheduled from 8:30 a.m. to 1:00 p.m. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or joi.simpson@state.co.us.

Family Medical Leave Act (FMLA)

This interactive training will guide the HR professional through the basic requirements for complying with FMLA standards. The training course includes discussion on eligibility; reasons for leave, defining serious health condition, employer requirements, and notification to employees, medical certification, restoration rights, and record keeping requirements. Class is typically scheduled from 8:30 a.m. to 3:30 p.m. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or joi.simpson@state.co.us.

Job Evaluation

This 2-day course is geared toward human resource employees who perform job evaluation functions. The course covers the principles of job evaluation, the job evaluation system and factors used in evaluating jobs, the content of the position description questionnaire (PDQ), and several practical exercises in evaluating PDQ's. Classes are scheduled on an as needed basis. All classes are scheduled from 9:00 a.m. to 4:00 p.m. Questions on course content or scheduling should be referred to Travis Engelhardt at 303.866.4252 or travis.engelhardt@state.co.us.

Personal Services Contracts

PCP certification is offered for personal services contracts review. Both courses described below are required for human resource employees seeking certification. Both courses have been updated to include information on recent changes made to the Personnel Director's Rules, Chapter 10 that went into effect July 1, 2005. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or joi.simpson@state.co.us.

Level I is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's Rules, flow charts of the contract review process, and the basics for determining independent contractor status. Class is scheduled from 8:30 a.m. to 4:30 p.m.

Level II is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of pertinent statutes and Director's Rules. Class is scheduled from 9:00 a.m. to 3:00 p.m.