

Charter for the Public Health Services (PHS) Training Champions Working Group

Purpose

The purpose of the PHS Training Champions Working Group (Appendix A) is to ensure regular coordination and communication on training, and workforce grants related to training. Emphasis will be on trainings that are independent from the County's Learning Management System (LMS) and The Knowledge Center (TKC).

To develop our public health workforce, PHS continuously creates performance targets to close gaps on training PHS staff and will continue to create performance dashboards to communicate with staff and management as we advance on these goals. The Training Champions will be part of the quality assurance process to ensure that staff receive key information (e.g., about grant opportunities for staff) and credit for the PHS led or coordinated trainings they attend, and that the PHS Leadership has the data to ensure workforce development goals are on track.

Scope

Public Health Services Workforce Development and Training.

Structure

The Working Group will be Chaired by the Program Coordinator for the Office of Workforce Development (OWD), under the direction of the Public Health Officer for the County of San Diego. Representatives from each branch will comprise the committee.

Membership

All branches will ensure that there is, at least, one Training Champion from each branch, and from each unit if possible.

Accountability

The Training Champion Working Group is accountable to the Public Health Officer, Director of Public Health Services, and PHS Branch Chiefs to support efforts in maintaining and continuously improving workforce development efforts in PHS.

Roles and Responsibilities

Training Champions' Duties Include:

- Providing two-way communication.
- Serving as a dynamic learner/systems thinker who can promote workforce development and training within the branch.
- Helping shape, optimize, understand, and implement processes.
- Making suggestions to improve processes, giving the OWD a window of insight into the branch, its processes, workforce development and training needs, and its workforce.
- Speaking up for improving processes, representing the branch's interests and needs and as such, be a thought partner to OWD as PHS rolls out trainings and related workforce opportunities.
- Advocating for branch workforce development and training needs.

PHS Training Champions Are Required To:

- *Administrative*
 - Be familiar with the workforce development grant opportunities (e.g., Public Health Infrastructure Grant, Career Ladder Grant) including knowledge of funding available to branch staff (e.g., for reimbursement of tuition, professional association memberships, clinical/lab credentialing fees, certification acquisition).
 - Review applicable guidance documents to understand the role of the branch Training Champion, if any, in process for grant opportunities (e.g., Career Ladder and PHIG Certifications Project).
 - Monitor and track their branch performance (i.e., which staff have taken which trainings) in the Master Excel file within Share Point.
 - Keep their branch section of the Master Excel spreadsheet up to date, particularly as branch staff come in and out of the PHS workforce.
 - Provide quality assurance that the name of new staff, joining or departing each branch, and essential information of the staff was added or removed

from the Master Excel spreadsheet by OWD who are provided with these names monthly by Human Resources.

- *Training*

- Serve as training and development enthusiasts communicating about and promote training and workforce development opportunities and/or mandated trainings within the branch.
- Assist in processes for tracking PHS trainings, and doing QA to ensure all is running smoothly given branches have greater span of control within their branch.
- Take the LMS Coordinator training through the Knowledge Center offered online through the Learning Management System, to serve branch training needs, *as applicable*.
- Be familiar with and/or take training on the use of other public health training platforms, *as applicable* (e.g., PHS Workforce Development and Training Share Point site, the CDC TRAIN platform).
- Promote training and training goals within the branch.
- **Review the Master Excel spreadsheet and update the Share Point site (training certificates for the NIMS/ICS FEMA training) by the last day of the month, each month.**
- Communicate progress on training goals to the branch Chiefs, management, and staff.
- **Upload a copy of employees' NIMS/ICS FEMA completion certificates to the appropriate SharePoint folder.**

- *Meetings*

- Attend Training Champion quarterly meetings, or as otherwise specified.
- Attendance at regular meetings is mandatory for a minimum of one representative per branch and others are welcome to participate on a voluntary basis.
- Meetings will focus on decision making, tracking progress toward departmental goals, and operational guidance related to tracking and reporting of workforce development goals.

- If a branch representative cannot attend a meeting (e.g., due to schedule conflict), they are asked to identify a minimum of one alternate to represent their branch.
- Sign-in sheet to reflect attendance (this will be done virtually via Microsoft Teams).
- Quorum is established at meeting for action items by representatives.
- *Selection of Training Champions*
 - Branch Chiefs have the final authority to confirm their respective branch representatives.
 - To ensure accountability and achieve results, OWD collaborates closely with Branch Chiefs, the Office of Performance Management, and TKC.

Strategic Plan

Vision: Create and maintain a streamlined process for Training Champions to promote, coordinate, monitor, track, and report progress on PHS training goals.

Mission: PHS is committed to continuously strengthening the County of San Diego's public health workforce, and continuously improving its workforce development efforts to meet the needs of our diverse clients.

Values: The Training Champions Working Group supports the values of the County of San Diego's General Management System pertaining to workforce development and training, namely:

- Employee Investment and Satisfaction
- Continuous Collaboration
- Excellence
- Evaluation and Accountability

Strategic Linkages

The Training Champion Working Group efforts of Public Health Services support:

1. The County of San Diego General Management System.
2. The County of San Diego Office of Equity and Racial Justice, including declaration of Racism as a Public Health Crisis.
3. The County of San Diego Diversity and Inclusion Strategic Plan and the Health and Human Services Agency's Diversity and Inclusion Transformation Team.
4. County *Live Well San Diego* efforts towards a population that is healthy, safe, and thriving.
5. County of San Diego's Strategic Initiatives:
 - a. EMPOWER – Workforce – Invest in our workforce and operations by providing support services and excellent customer service to ensure continuity of operations remains at its best.
6. Health and Human Services Agency's mission to make people's lives healthier, safer, and self-sufficient.
7. Public Health Accreditation Board Standards and Measures.
8. Core Competences for Public Health Professionals (Updated October 2021).

Appendix A

PHS Training Champions Working Group

| | TEAM MEMBERS | BRANCH |
|-----|--|-------------------------------------|
| 1. | Blanca Ramirez & Sarah Delgadillo (Career Ladder and PHIG) and Maria Prudencio (NIMS ICS trainings) | California Children's Services |
| 2. | Kay Collier | EISB/ Public Health Lab |
| 3. | Veronica Guzman | EISB/ Vital Records |
| 4. | Lourdes Garber | EISB/Epidemiology |
| 5. | Cynthia James | EISB/Immunizations |
| 6. | Jessa Bas | HIV, STD, and Hepatitis Branch |
| 7. | Sandra Yun | Maternal Child and Family Health |
| 8. | Anna Mai Trinh | Public Health Preparedness Response |
| 9. | Angelica M. Bernal | Public Health Services Admin |
| 10. | Marti Brentnall | TB Control Refugee Health |