

New Employee Curriculum Track

Mandatory Trainings: *Customer Service, Ethics, and Workplace Diversity* should be completed within the **first week of hire**. The rest of the trainings should be completed within 6 months of DOH.

1. Customer Service Standards (<i>completed at the dept/div level</i>)	Supervisor completes with new employee within first week of hire . Refresher training every 3 years
2. Ethics and Empowerment (Ethics online training on Inside Pasco)	Complete within first week of hire . Refresher training every 5 years
3. Workplace Diversity (Workplace Diversity online training on Inside Pasco)	Complete within first week of hire . Refresher training every 2 years
4. Defensive Driving Course (Defensive Driving online training on Inside Pasco)	Refresher training every 3 years
5. IS-100 (Intro. To Incident Command System) (IS-100 online training on Inside Pasco)	Must create a FEMA SID before taking the course (see IS-100 Online Training link for instructions). Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
6. IS-700 (National Incident Management System) (IS-700 online training on Inside Pasco)	Upload online certificate by creating an account on SERT TRAC website (and email a copy to Training Manager).
7. IT Security Awareness (IT Security online training on Inside Pasco)	Refresher training every 1 year

The following are Mandatory Trainings for the **selected positions** outlined below.
All three training programs require refresher training annually.

Initial Training (1st time):

The employee watches a training video located on the County's public website [Training for NPDES](#) web page.

Refresher Training (2 options available - Managers/Supervisors decide on the option.)

Option 1: Employee takes the refresher training by watching a training video.

Option 2: Employee receives a refresher training handout from a Manager/Supervisor. The Manager/Supervisor has the employee sign a sign-in sheet to document that the employee received the handout. The sign-in sheet will need to be sent by the Manager/Supervisor to the Stormwater Management Division to keep a record for the County's NPDES permit.

Attention Managers/Supervisors: To download refresher training handouts and sign-in forms go to the [Training](#) web page located on the Inside Pasco Stormwater Management website.

Training Videos:

Video training can be found under Stormwater Management page on the County's public website ([Training for NPDES](#))

- **Erosion & Sediment Refresher:** Building Inspectors, Engineering Inspectors and Utility Inspectors.
Note: Inspectors need to be certified under the Florida Department of Environmental Protection's Florida Stormwater, Erosion and Sedimentation Control Inspector's Training & Certification Program. After certification, inspectors need to view the refresher training video annually on the County's public website or receive a refresher training handout from a Manager/Supervisor.
- **Illicit Discharge Detection & Elimination:** Public Works field staff, Utilities field staff, Survey field staff, Project Management field staff, Emergency Management field staff, Fleet Maintenance staff, Building Inspectors and Engineering Inspectors.
- **Spill Prevention & Response:** Public Works field staff, Utilities field staff, Fleet Maintenance staff, Building Inspectors, Engineering Inspectors, Survey field staff, Fire Rescue field staff, Project Management field staff and Emergency Management field staff.