



ACSA TRAININGS
& WORKSHOPS

The Human Resources Office: The First 90 Days and Beyond

Set Up, Organization, Forms and more

This workshop is designed for Human Resources Administrators, Classified Managers and other support staff. Participants new to Human Resources or with experience in Human Resources will benefit from the comprehensive overview of the myriad of tasks and responsibilities of the Human Resources Office. The presentation will include a detail calendar of events, procedures related to Human Resources and a Human Resources Self-Assessment Instrument.

Outcomes:

- Identify and understand the complexities of HR administration
- Describe the functions performed by the HR Office
- Identify the various public stakeholders with whom the HR Office must interact and what results may be expected from those interactions
- Become familiar with recent legislative and case law changes
- Identify and understand HR procedures and the monitoring of critical timelines
- Become familiar with an HR Office Self-Assessment Instrument.

Registration Fee: ACSA Member: \$295/ Non-Member: \$349

Timeframe:

One Day Workshop – 8:00 am - 8:30 am registration; 8:30 am - 3:00 pm workshop

Dates/Locations:

February 25, 2020 **Sacramento** | **Register here:** <http://www.cvent.com/d/oyq30y/4W>
ACSA Sacramento Office, 1029 J Street, Suite 320, Sacramento, CA 95814

March 9, 2020 **Ontario** | **Register here:** <http://www.cvent.com/d/9yq30h/4W>
ACSA Ontario Office, 3602 Inland Empire Blvd., Ste A230, Ontario, CA 91764

Need more information? Contact Julia Cash in ACSA's Educational Services Department at 800.608.ACSA or via e-mail jcash@acsa.org



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