Multnomah County				
Program #15025 - Equity	/ - Training			3/7/2022
Department:	District Attorney	Program Contact:	Jamila Williams	
Program Offer Type:	Innovative/New Program	Program Offer Stage:	As Requested	
<b>Related Programs:</b>				
Program Characteristics	: Out of Target			

## **Executive Summary**

MCDA seeks a training coordinator (1.0 FTE) to ensure that new and existing employees are in compliance with training requirements and have the resources and support they need to become proficient in their job duties, as well as to grow and develop their careers. Robust training opportunities will assist MCDA to meet employees where they are and address the needs of a diverse workforce. MCDA's existing "trial by fire" model of onboarding employees is not equitable and does not address different learning styles and personalities.

## Program Summary

MCDA seeks a training coordinator to assist with creating and maintaining training resources for new and existing employees. This position's primary role is to support employees to become proficient in their job duties, and grow and develop their careers.

MCDA currently does not have a centralized responsibility for assessing and planning training for employees. This position will create and provide training materials using different adult learning styles, track training and ensure employees have equal access to training opportunities.

This position will track mandatory training requirements, including collaboration with the Law Enforcement Data System (LEDS) Representative to ensure Criminal Justice Information Services (CJIS) compliance. This position will track Continuing Legal Education (CLE) credits, and coordinate and facilitate internal trainings. This position will collaborate with the Equity Manager and members of MCDA's executive leadership to create or access equity training for MCDA employees. This position will work with internal stakeholder groups to develop, facilitate and track officewide trainings. Focus areas include: New Employee training, Annual Policy Reviews, and the MCDA Training Directory.

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Average number of trainings provided to internal stakeholders	N/A	N/A	N/A	30
Outcome	Average number of training materials created and updated	N/A	N/A	N/A	30

	Adopted General Fund	Adopted Other Funds	Requested General Fund	Requested Other Funds		
Program Expenses	2022	2022	2023	2023		
Personnel	\$0	\$0	\$148,497	\$0		
Materials & Supplies	\$0	\$0	\$1,000	\$0		
Total GF/non-GF	\$0	\$0	\$149,497	\$0		
Program Total:	\$0	\$0		\$149,497		
Program FTE	0.00	0.00	1.00	0.00		
Program Revenues						
Total Revenue	\$0	\$0	\$0	\$0		

Significant Program Changes

Last Year this program was: