

**Training for Human Resources Programs**  
**Department of Personnel & Administration**  
**Division of Human Resources**  
**Compensation Unit**

The following is a description of training courses offered by the Division of Human Resources' Compensation Unit. **The Compensation Unit training calendar will be set in August 2012.** Training opportunities are sent to the HR Community via a Notice of Training bulletin. All trainings are offered in CO.Train and may be accessed online at <https://www.co.train.org>. CO.Train is an online scheduling system utilized for registration; all classes have a specific ID# that is communicated within the bulletin. In order to properly plan and communicate training opportunities, we ask that everyone register for sessions in CO.Train. Class size is limited and will be offered on a first-come, first-served basis. Questions pertaining to Compensation Unit scheduled training sessions or any assistance needed with CO.Train should be directed to the Compensation Unit at 303-866-2391 or [job.eval.comp@state.co.us](mailto:job.eval.comp@state.co.us).

**Fair Labor Standards Act (FLSA)**

The purpose of the FLSA is to establish a minimum wage, overtime compensation standards, record keeping requirements, child labor provisions, and other regulations that affect employers and labor. As the State is considered a single employer under the FLSA, DPA/DHR is charged with training and enforcing the requirements of the FLSA. This interactive training is designed to provide basic requirements for overtime and exemptions of the FLSA.

**Family Medical Leave Act (FMLA)**

This interactive training will guide the HR professional through the new FMLA requirements that went into effect January 2009 and the corresponding personnel rule changes that went into effect May 1, 2010. The training course includes discussion on eligibility; reasons for leave, defining serious health condition, employer requirements, military leave and notification to employees, medical certification, restoration rights, and record keeping requirements.

**Job Evaluation**

Personnel Certification Program (PCP) certification is offered for job evaluation. This 2-day course is required for human resource employees seeking certification and performing 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 (PD), and several practical exercises in evaluating PD's.

**Personal Services Contracts**

PCP certification is offered for personal services contracts review. Both Level I and Level II courses described below are required for human resource employees seeking PCP certification and performing personal services contracts functions. Procurement and contracting professionals responsible for the execution and oversight of personal services contracts may attend, but are not eligible for PCP certification.

**Level I** is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal services 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.

**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.

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