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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 90 LCM-85

Date: June 11, 1990

Division: Administration

TO: Local District Commissioners

SUBJECT: 1991-92 Needs Assessment Survey

ATTACHMENTS: Local District Report of Training Needs Survey 1991-1192  
(Not Available On-Line)

Each year, the Office of Human Resource Development conducts a statewide training needs assessment to determine the contract training needs of local district staff. The information obtained from the process is used to develop the Department's Training Request for Proposals to provide the training needed in the coming year. This year's Needs Assessment Survey is attached for your completion. It must be returned to Leonard Belanger, Office of Human Resource Development, by July 18.

This year, we are asking local districts to pay particular attention to the training needs of experienced workers, that is, staff with ten or more years of service. Recent workforce analyses indicates that this group of staff, particularly in the Services area, represents a growing percentage of the workforce. Projections indicate that this trend will continue.

Many of the Department's training offerings are geared to entry or "journeyman" levels with relatively fewer offerings for experienced staff. We ask that Staff Development Coordinators use the Section III portion of the Needs Assessment report to indicate where advanced training is needed.

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As in the past, the Office of Human Resource Development will conduct regional meetings with local staff developers to review regional issues and consolidate training needs through a process of exchange and discussion. The meetings will be held in June. Your regional staff development coordinator will contact your local staff development coordinator to schedule the meeting.

If you have any questions about the documents, completion dates or regional meetings, please contact Leonard Belanger at 518-474-8564.

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John M. Sweeney  
Acting Deputy Commissioner  
for Administration