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DATE: August 15, 2019

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: CPTP Automatic Program Subscriptions

State Civil Service is excited to announce a new functionality in LaGov. Beginning August 10, 2019, LaGov began to auto-subscribe newly hired, promoted, or detailed classified state supervisors with P IDs in supervisory groups one, two and three into the correct CPTP Mandatory Supervisory Training Program(s). This change was retroactive to July 1, 2019.

The new LaGov auto-subscription service runs weekly and will automatically subscribe and unsubscribe classified supervisors to the appropriate programs based on the position they hold in the LaGov system. The system will automatically review the supervisor's training completions and current subscriptions, and will capture when an employee leaves a supervisory job, begins or ends a work detail, or is promoted or demoted to another supervisory level. The system will then adjust program subscriptions (subscribe, unsubscribe, etc.) accordingly. Finally, the system will notify via email both learners and the learners' supervisor(s) regarding any new program subscriptions.

After initial testing, it was determined that a change date occasionally preceded an effective date, which effectively caused the program to subscribe people to supervisory programs before they officially occupied the supervisory position. To ensure we are only subscribing learners who are officially in a supervisory position, a 15-day lag has been added to the program. In other words, a run date on August 17, 2019 will look for changes from July 27th to August 2nd only. This lag will ensure that supervisors are officially in their positions prior to being subscribed.

In conjunction with this change, training coordinators whose supervisors have P IDs will no longer be able to subscribe or unsubscribe employees to the CPTP Mandatory Supervisory Training programs. They will, however, retain the ability to subscribe and unsubscribe employees into other programs. Training Coordinators and administrators will also have access to a new report summarizing what was found by the program each week. **PLEASE NOTE: These changes do not apply to training coordinators working with H IDs (non-LaGov agencies).**

It is imperative that HR departments work with their agency's training coordinator(s) in order to ensure information in LEO is up to date for any supervisory position, including supervisory relationships and email addresses, so that automatic notifications reach their intended audience.

Resources, such as FAQs and report guidelines, are being curated and will be made available on the Talent Development/CPTP section of the SCS website soon.

If you have any questions about this change or about CPTP courses or offerings, please contact Dana LeBherz at dana.lebherz@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director