



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A Date: October 1, 2021
From: Staff Development
Subject: Mandatory Training: Personnel Track-It

Note: This on-line training is required for all EHS staff

Personnel Track-It is an annual training required by our department. The training is online, available through SMART, effective October 1, 2021 and needs to be completed by November 15, 2021.

For compliance and reporting purposes it is mandatory that all EHS staff complete this training, even if you have taken this training in the past.

The training will take approximately 21 minutes to complete. You can close out the training at any point. When you re-launch, it will resume where you left off. You will need headphones to listen to the course.

You will be automatically enrolled in this training via the SMART system. An email will be sent to you from Staff Development with instructions on how to access the training. To manually access the training:

- Go to your EHS intranet: http://ehsdhome/Pages/default.aspx
Click on SMART located on the left column, under MyLinks
Under My Assigned Training you will see Personnel Track-It
Click the Launch button to start the training

Table with 3 columns: Title, Due Date, Action. Row 1: Personnel Track-It, 11/15/2021, Launch. Includes a blue arrow pointing to the Launch button with text 'Click on Launch'.

Contact Staff Development at (925) 608-4570 or smarthelp@ehsd.cccounty.us with any questions