

## STATE PERSONNEL BOARD HEARING ADVOCACY TRAINING

The State Personnel Board is pleased to announce that it will once again be offering a five-day training program focusing on the SPB Evidentiary Hearing Process

**Training Dates:** October 14 to October 18, 2024  
8:30 a.m. – 5:00 p.m.

**Who Should Attend:** Any employee of a State agency or department, or a State employee organization whose job duties require them to represent clients before SPB Administrative Law Judges or Hearing Officers. *This training is specifically designed for non-attorneys, though attorneys with one year or less experience will also be permitted to attend.* Training attendance is limited to 48 participants.

### Training Topics:

- Pre-Hearing Matters
- PHSC Statements
- Discovery
- Pre-Hearing Motions
- Opening/Closing Statements
- Burdens of Proof
- Witness Preparation
  - Structuring the Case
  - Order of Witnesses
- Affirmative Defenses
- Presenting Evidence
  - Foundation
  - Lay/Expert Opinion
  - Hearsay
  - Direct Examination
  - Cross Examination
- Making and Opposing Objections
  - Objection Strategy
- Documents/Concepts
  - Marking Exhibits
  - Moving Exhibits into Evidence
  - Stipulations
  - Videos/Photographs/Diagrams/Physical Evidence
  - Reports/Investigations/Transcripts
  - Exhibit Binder Organization

- Rebuttal/Impeachment Evidence
- Hearing Etiquette
- Mock Hearing

**Program Cost:** \$300

**How to Register:** Contact Kimberly Donaldson, Administrative Assistant I  
[Kimberly.donaldson@spb.ca.gov](mailto:Kimberly.donaldson@spb.ca.gov)  
916-653-0799

Please utilize the attached Registration Form when submitting your request.



801 Capitol Mall Sacramento, CA 95814 | [www.spb.ca.gov](http://www.spb.ca.gov)

Governor Gavin C. Newsom

## **REGISTRATION FORM**

### **State Personnel Board**

### **Hearing Advocacy Training**

### **October 14-October 18, 2024**

Instructions: Please complete this form in its entirety. Mail your completed registration form along with a check payable to SPB for \$300.00 to: The State Personnel Board, Attn: Registrar- Kimberly Donaldson, 801 Capitol Mall, Sacramento, CA 95814. No cash or credit cards will be accepted. Once payment is received confirmation will be sent to you by email. Training materials and course details will be provided by SPB. (Note: A registration form is required for each individual)

Class size is limited to 48 participants. Only non-attorneys and attorneys with one year of experience or less will be admitted. Prior to September 15, 2024, slots will be equally divided between representatives for Appellants and representatives for Respondents. Afterwards, any remaining slots will be filled on a first come basis. Once all the slots are filled, a waiting list will be established in case of cancellations.

Written notice of cancellation must be received on or before October 01, 2024, to receive a refund. If you have any questions regarding registration, please feel free to contact Kimberly Donaldson at (916) 653-0799.

#### **Participant information:**

Last Name (Print) \_\_\_\_\_ First Name \_\_\_\_\_

Organization \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

Participant represents APPELLANTS or RESPONDENTS (Circle one.)

#### **Payment information:**

Check Number# \_\_\_\_\_

Please print the name of the person who will be attending this class on the face of the check.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SPB use only:**      Date received \_\_\_\_\_