

SF PREPARED
Finance and Administration Academy



Proficiency Level	DOC Departments					Other Dept.	Controller's Office										Curriculum				Phase					
	Finance & Administration Section Chief (e.g., 09XX - CFO & designees - 3-4 total)	Cost Accounting Unit Leader (e.g., 16XX - Accountants)	Timekeeping Unit Leader (e.g., 12XX - Payroll Supervisors & Clerks)	Compensation & Claims Unit Leader (e.g., 124X - HR Analysts)	Recovery Unit Leader (e.g., 182X - Finance Analysts)	Other Finance, Payroll & HR Staff	Policy Group (Controller & designees)	DOC Manager (Deputy Controller & designees)	Public Information Officer (PIO or Public Finance [financial disclosures])	EOC Finance & Admin. Section Chief (CON Emergency Management Team)	Accounting Branch Director (Director of AOSD & designees)	Payroll Branch Director (Director of Payroll & designees)	Systems Branch Director (Chief Systems Office & designees)	Cost Recovery Branch Director (Director of Audits & designees)	Cost Recovery Coordinator (Designated Audit & City Performance Managers)	Cost Recovery Technical Specialist (Auditors & Performance Analysts)	Financial Reporting Group Supervisor (Identified Accounting & Budget Managers)	Course	Provider	Venue	Hours	Preparedness	Response	Recovery	Mitigation	
Expert									●									G-393 - Disaster Mitigation	Cal OES	Instructor-led Training	20.0				✓	
									●									G-235 - Emergency Planning	Cal OES	Instructor-led Training	16.0	✓				
Advanced	●							●	●				●					ICS 400 - Advanced Incident Command System (ICS)	DEM / UASI	Instructor-led Training	14.0		✓			
	●							●	●				●					ICS 300 - ICS for Expanding Incidents	DEM / UASI	Instructor-led Training	18.0		✓			
									●										IS-120.C - Introduction to Exercises	FEMA	Online	5.0	✓			
									●										IS-235.C - Emergency Planning	FEMA	Online	5.0	✓			
									●										IS-240.B - Leadership & Influence	FEMA	Online	3.0				
									●										IS-241.B - Decisionmaking & Problem Solving	FEMA	Online	2.0				
									●										IS-242.B - Effective Communication	FEMA	Online	8.0				
									●										IS-244.B - Developing & Managing Volunteers	FEMA	Online	4.0	✓	✓		
Proficient					●			●	●	●	●	●	●	●	●	●	●	IS-403 - Introduction to Individual Assistance	FEMA	Online	1.0			✓		
					●			●	●	●	●	●	●	●	●	●	●	IS-2900.A - National Disaster Recovery Framework	FEMA	Online	3.0			✓		
	●				●			●	●	●	●	●	●	●	●	●	●	Department Operations Center (DOC) Finance & Administration Section Training	CON / DEM	Instructor-led Training	3.5		✓			
		●	●	●															On-Demand Training : Cost Accounting, Timekeeping, & Compensation & Claims	CON	Instructor-led Training	0.5 - 1.0		✓		
	○	○	○	○	○				●				○	○	○	○	○	G-775 - Emergency Operations Center (EOC) Management & Operations	Cal OES	Instructor-led Training	16.0		✓			
	○	○	○	○	○				●				○	○	○	○	○	G-626E - Essential EOC Action Planning	Cal OES	Instructor-led Training	8.0		✓			
	○	○	○	○	○				●				○	○	○	○	○	G-611F - Finance & Administration Section	Cal OES	Instructor-led Training	8.0		✓			
	○	○	○	○	○				●				○	○	○	○	○	G-205 - Disaster Recovery (formerly G270.4)	Cal OES	Instructor-led Training	20.0			✓		
	○	○	○	○	○				●				○	○	○	○	○	G-191 - ICS/EOC Interface	Cal OES	Instructor-led Training	8.0		✓			
	○	○	○	○	○				●				○	○	○	○	○	IS-706 - NIMS Intrastate Mutual Aid	FEMA	Online	2.5		✓			
Basic	○	○	○	○	○			●				○	○	○	○	○	IS-368 - Including People with Disabilities & Other Access & Functional Needs in Disaster Operations	FEMA	Online	2.0		✓				
	○	○	○	○	○			●				○	○	○	○	○	IS-230.D - Fundamentals of Emergency Management	FEMA	Online	6.0	✓	✓	✓	✓		
	●	●	●	●	●		●	●	●	●	●	●	●	●	●	●	●	DOC Training (Orientation Level)	Departments	Instructor-led Training	1.0		✓			
	●	●	●	●	●				●	●								P-Card Training	CON	Instructor-led Training	1.0					
	○	○	○	○	○				●	●			○	○	○	○	○	G 606 - Standardized Emergency Management System Introduction	Cal OES	Online	0.5		✓			
Aware	●	●	●	●	●			●	●	●	●	●	●	●	●	●	IS-800.B - National Response Framework, an Introduction	FEMA	Online	3.0		✓				
	●	●	●	●	●			●	●	●	●	●	●	●	●	●	IS-200.B - ICS for Single Resource / Initial Action Incidents	FEMA	Online	4.0		✓				
	●	●	●	●	●			●	●	●	●	●	●	●	●	●	IS-700.B - An Introduction to the National Incident Management System	FEMA	Online	3.5	✓	✓				
	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	IS-100.C - Introduction to the Incident Command System	FEMA	Online	2.0		✓				
	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	Disaster Service Worker Readiness	Departments	Blended Learning*	0.5	✓					
	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	Personal Preparedness	Departments	Blended Learning*	0.5	✓					

● SF Prepared Academy Required Course ○ Cal OES Credentialing Program Recommended Course - supplemental course to achieve Cal OES Type III position credential
 Recommended for individuals interested in deploying on Mutual Aid assignments to assist other local governments

*Instructor-led training, incorporating required online content. New hires may satisfy this requirement by completing DHR's online New Employee Orientation Training.