BSCC CALIFORNIA

Core Course Revision Process and Timeline

PHASE I: JOB ANALYSIS

APRIL - NOVEMBER 2025

STC will conduct a job analysis of the Supervisor, Manager, and Administrator positions used by participating agencies. Virtual workgroup meetings will identify the key tasks, responsibilities, and competencies required for successful job performance providing the content for the job analysis survey. Participating agencies will receive the job analysis survey for completion. The survey results will provide the foundation for course revisions and will be documented, published on the BSCC website, and shared with the participating agencies.

PHASE III: APPROVAL AND IMPLEMENTATION PLAN

AUGUST - NOVEMBER 2026

The revised core courses will be shared for public comment and feedback before being presented to the Board for approval. If necessary, staff will seek approval to submit regulation revisions. An implementation plan and communication strategy will be developed to guide rollout and coordinate with training providers.

Define Job Responsibilities and Tasks	Job Analysis Survey	JA Documentation	Core Course Development	Course Manual	Course Development Documentation	Seek Feedback	Board Approval	Implementation Plan

PHASE II: REVISE CORE COURSE CURRICULUM

DECEMBER - JULY 2026

Virtual and/or in-person meetings with subject matter experts will develop course content with the number of meetings influenced by the competencies identified by the job analysis. The revised courses will follow a modular structure with defined time allocations and performance objectives. The course manuals will be drafted and the process to develop the courses will be documented.