THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4411  

Date: May 2, 2000  
Code: HR 2000-08

To: CSU Presidents

From: Jackie R. McClain  
Vice Chancellor  
Human Resources

Subject: NEW SKILLED TRADES’ CLASSIFICATIONS – TRAINING SESSIONS

The new Skilled Trades’ classifications in State Employees’ Trades Council (SETC) bargaining unit 6 will be available for use on July 1, 2000. In preparation, Human Resources is pleased to announce three upcoming training sessions to provide information on the classification study, job evaluation methodology, implementation of the new classifications, and ongoing administration. These sessions have been designed for campus plant management and human resources professionals (MPP and Confidential only). The following three training sessions have been scheduled:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 2000</td>
<td>10:00 am to 3:00 p.m.</td>
<td>Chancellor’s Office, Long Beach</td>
</tr>
<tr>
<td>June 7, 2000</td>
<td>10:00 am to 3:00 p.m.</td>
<td>Holiday Inn Bay Bridge, Emeryville</td>
</tr>
<tr>
<td>June 13, 2000</td>
<td>10:00 am to 3:00 p.m.</td>
<td>Chancellor’s Office, Long Beach</td>
</tr>
</tbody>
</table>

Each training session can accommodate approximately 35-40 participants, with a limit of approximately 4-5 employees from each campus. To maximize the benefit of the training, we encourage members of each campus team to attend on the same date.

To register, please call Carolyn Duckett in Human Resources at (562) 951-4411. The registration deadline is May 17, 2000. For efficiency, we ask that campus participants coordinate their registration through the human resources director. Detailed information on training sessions will be provided via e-mail to participants. This memorandum can also be found on Human Resources Administration’s web site at: http://www.calstate.edu/ter3/HR-Adm/memos.html. If you need additional information, please contact Gina Caywood at (562) 951-4416. Thank you.

JRMcC'ge

Distribution:

- Vice Presidents, Administration
- Associate Vice Presidents/Deans of Faculty
- Human Resources Directors
- Employee Relations Designees
- Plant Directors