


THE CALIFORNIA STATE UNIVERSITY
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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:

<u>Date</u>	<u>Time</u>	<u>Location</u>
May 23, 2000	10:00 am to 3:00 p.m.	Chancellor's Office, Long Beach
June 7, 2000	10:00 am to 3:00 p.m.	Holiday Inn Bay Bridge, Emeryville
June 13, 2000	10:00 am to 3:00 p.m.	Chancellor's Office, Long Beach

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/tier3/HR-Adm/memos.html>. If you need additional information, please contact Gina Caywood at (562) 951-4416. Thank you.

JRMCC/gc

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