

The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Code: HR 2000-14

Date: September 29, 2000

To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: SALARY SURVEY TRAINING WORKSHOPS

We are pleased to announce that in response to campus requests we will be offering one-day Salary Survey Training workshops for Human Resources' compensation and classification staff. During this training, attendees will bring actual position descriptions and learn how to use survey data to identify comparable salaries in the relevant labor markets. Training will be provided on the following topics:

- Survey resources
- Campus versus Chancellor's Office uses of survey data
- Survey selection and data analysis
 - Selecting appropriate surveys
 - Selecting survey data
 - Analyzing and using data
- Survey analysis for actual campus positions

At each session, Chancellor's Office survey and related data resources will be available for reference. For this reason, all sessions will be at the Chancellor's Office in Long Beach. In order to accommodate campus schedules, we are making available the following three (3) training dates:

Dates: November 15, 2000 & December 4, 2000 & January 22, 2001
Time: 10:00 a.m. to 3:30 p.m.
Location: Office of the Chancellor, Long Beach
Lunch: Working lunch will be provided
Parking: Parking will be made available to registered attendees

Distribution:

Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans, Faculty Affairs
Director, SOSS
Human Resources Directors

Because this workshop is designed to provide practical, hands-on training, space is available to accommodate 3 to 4 employees per campus, with a maximum of 15 attendees per session. Participants are asked to coordinate their registration through the Human Resources (HR) director at their respective campus. We are requesting that the HR director or designee register appropriate campus participants by calling Carolyn Duckett at (562) 951-4411 by October 27th, 2000. Specific details and additional logistical information will be provided via e-mail to registered attendees closer to the workshop dates.

If you have any questions, please call Gina Caywood or Lisa Boyd at (562) 951-4411.

This Human Resources letter is available on the Human Resources Administration's web page at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>.

JRMcC/gc