

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

Code: HR 2001-03

Date: January 24, 2001

To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources

Subject: SALARY SURVEY TRAINING WORKSHOPS

We are pleased to announce that we will be offering an additional one-day Salary Survey Training workshop 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

Chancellor's Office survey and related data resources will be available for reference. The additional training session will be as follows:

Dates: February 26, 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 limited to a maximum of 15 attendees. 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 February 9, 2001. Specific details and additional logistical information will be provided via e-mail to registered attendees prior to the workshop.

If you have any questions, please call Gina Caywood at (562) 951-4416.

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