


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

Code: HR 2001-24

Date: September 20, 2001

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: TRAINING WORKSHOPS: COMPENSATION AND CLASSIFICATION AT THE CSU TODAY

We are pleased to announce that Human Resources will be offering five one-day training sessions on classification and compensation. These sessions have been custom designed for Human Resources' compensation and classification staff and will explore the challenges of managing nonfaculty classification and compensation at CSU today.

Two levels of the training will be offered: Introductory/Intermediate and Advanced. The Introductory/Intermediate sessions are designed for staff new to the CSU or new to the compensation/classification function. The Advanced sessions are designed for the more experienced CSU compensation/classification professional and will focus more on the complex issues facing the campuses today.

The training will cover the following topics:

1. CSU Classification and Compensation: Yesterday and Today
2. Understanding CSU Classification Structures
 - Differences in Employee Groups/Bargaining Units
 - New Vs. Old Classification Structures (skill levels)
 - Fair Labor Standards Act Reference Tools
3. Managing Classification Reclass vs. In-class vs. In-range
 - Evaluation Tools for Broad Classifications

Distribution:

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

4. Managing New Compensation Programs
 - New and Old Salary Ranges and Structures
 - New Salary Increase Programs
 - New Bonus/Stipend Programs
 - Developing Campus Guidelines
 - Using Market Data
5. Available Resources

Each training session will be in a workshop format with time for hands on exercises and roundtable discussions to address key topics of interests among participants.

SESSION I

Level: Introductory/Intermediate
Date: November 14, 2001
Time: 9:30 a.m. to 4:00 p.m.
Location: Office of the Chancellor, Long Beach, Coronado Room
Lunch: Working lunch will be provided.
Parking: Parking will be made available to registered attendees.

SESSION II

Level: Advanced
Date: December 4, 2001
Time: 9:30 a.m. to 4:00 p.m.
Location: Holiday Inn Bay Bridge, 1800 Powell Street, Emeryville
(510) 658-9300
Lunch: Working lunch will be provided.
Parking: Complimentary parking

SESSION III

Level: Advanced
Date: January 22, 2002
Time: 9:30 a.m. to 4:00 p.m.
Location: Office of the Chancellor, Long Beach, Coronado Room
Lunch: Working lunch will be provided.
Parking: Parking will be made available to registered attendees.

SESSION IV

Level: Advanced
Date: February 7, 2002
Time: 9:30 a.m. to 4:00 p.m.
Location: Holiday Inn Capitol Plaza, 300 J Street, Sacramento (916) 446-0100
Lunch: Working lunch will be provided.
Parking: Self parking /\$8 day. Valet parking/\$11 day.

SESSION V

Level: TBD at a later date, based on campus feedback
Date: February 26, 2002
Time: 9:30 a.m. to 4:00 p.m.
Location: Office of the Chancellor, Long Beach, Coronado Room
Lunch: Working lunch will be provided.
Parking: Parking will be made available to registered attendees.

➤ **REGISTRATION INFORMATION:**

Because these workshops are designed to provide practical, hands-on training, space is available to accommodate 3 to 4 employees per campus, with a maximum of 20 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 e-mailing Carolyn Duckett at cduckett@calstate.edu. Please include in this e-mail, the attendee's name, title, e-mail address, contact phone number and session number. For attendees at the Chancellor's Office sessions, please indicate whether a parking pass should be sent in advance to the attendee.

Registration is on a first-come, first serve basis, so early registration is recommended. 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/HRAdm/memos.shtml>

JRMcC/gc