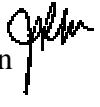


The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: February 5, 2002

Code: HR 2002-04

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **TRAINING WORKSHOPS: USING SALARY SURVEYS**

We are pleased to announce that we will be offering two training workshops on Using Salary Surveys for Human Resources' compensation and classification staff of the California State University. During this training, attendees will bring actual position descriptions and learn how to use published salary 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 training sessions will be as follows:

Dates: March 18th or March 25th, 2002
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
Trainers: Celeste Giunta and Gina Caywood

Distribution:

Chancellor
Vice Presidents, Administration
Associate Vice Presidents/Deans of Faculty Affairs
Human Resources Directors

➤ **REGISTRATION INFORMATION:**

Registration forms will be e-mailed directly to the HR Directors. We do ask that all registration be approved by the campus HR Director. In addition, all attendees should be Management Personnel Plan or Confidential employees only.

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. 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 at (562) 951-4416.

This Human Resources letter is available on the Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>

JRMcC/gc