The California State University  
Office of the Chancellor  
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(310) 985-2678

Code: HR 96-05  
Supplement #1

Date: May 10, 1996

To: Presidents

From: June M. Cooper  
Vice Chancellor  
Human Resources and Operations

Subject: INFORMATION TECHNOLOGY SERIES - WORKSHOPS

The new Information Technology (IT) Series is available for use and Human Resources is pleased to announce upcoming IT implementation and administration workshops designed to provide assistance to campus personnel and information technology directors in implementing the series. The IT series is designed to include positions directly responsible for developing, integrating and/or supporting information technology-based systems and solutions both inside and outside of central computing.

As noted on the attached draft agenda, the workshops will provide IT series implementation and administration information and will also include working sessions where campus operational issues will be addressed. Because successful implementation of the IT series will depend not only on the efforts of the personnel director, but also on joint efforts of the information technology director and directors of employees in information technology positions outside of central computing, the workshops are designed to accommodate teams of 4-5 people from each campus. The workshops are scheduled as follows:

<table>
<thead>
<tr>
<th>Northern California</th>
<th>Southern California</th>
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<tbody>
<tr>
<td>June 26, 1996</td>
<td>July 10, 1996</td>
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<tr>
<td>San Francisco</td>
<td>Long Beach</td>
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<tr>
<td>July 17, 1996</td>
<td>July 24, 1996</td>
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<tr>
<td>Sacramento</td>
<td>Long Beach</td>
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It would be beneficial for the campus to have all attendees from a campus attend on the same date. For efficiency, we are recommending that registration of campus participants be coordinated through the personnel director. Thank you. The registration deadline is June 7, 1996. Workshops will accommodate approximately 30 participants. Preference for dates and locations will be given to campuses who reserve early. Reservations made after June 7 will be subject to availability. To register, please call Carolyn Dukett in Human Resources at (310) 985-2678.

(Over)

Distribution: (All with Attachments)
Assisant Vice Chancellor,  
Information Resources & Technology  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Vice Presidents/Deans of Students  

Information Resources Management Designees  
Personnel Directors  
Employee Relations Designees
Detailed information on workshop locations will be provided in June to registrants. If you need further information, please contact Ron Hull at (310) 985-2653 or Pam Chapin at (310) 985-2652. Thank you.

JMC/cr

Attachment
ATTACHMENT

INFORMATION TECHNOLOGY SERIES
IMPLEMENTATION WORKSHOP

9:30 - 9:45 OPENING REMARKS

9:45 - 10:00 WORKING TOGETHER AS A TEAM
- ROLES FOR CO. PERSONNEL AND IT MANAGERS
- ACCOUNTABILITY ISSUES

10:00 - 12:00 OVERVIEW PRESENTATION
- WRITING TECHNICAL POSITION DESCRIPTIONS
- HOW TO CLASSIFY IT POSITIONS
- HOW TO CONDUCT A SKILLS ANALYSIS
- HOW TO ASSESS INDIVIDUAL SKILLS AND IDENTIFY GAPS
- HOW TO RECOGNIZE NON-TECHNICAL SKILLS
- SKILL CURRENCY/MANAGING SKILL CREEP
- INTEGRATING SKILLS INTO THE PERFORMANCE EVALUATION PROCESS
- COMMUNICATING WITH EMPLOYEES
- EMPLOYEE INVOLVEMENT

12:00 - 1:00 LUNCH (TO BE PROVIDED)

1:00 - 4:30 WORK SESSIONS
- CLASSIFICATION/SKILL LEVELING
- SKILL ASSESSMENT
- IMPLEMENTATION CONSIDERATIONS
- MANAGING EMPLOYEE DEVELOPMENT/EXPECTATIONS
- INVOLVING EMPLOYEES
- INTEGRATING SKILLS REQUIREMENTS INTO THE PERFORMANCE EVALUATION PROCESS
- COMPENSATION

4:00 - 4:30 CLOSING REMARKS
- WRAP UP
- GROUP WISDOM
- FOLLOW-UP IDEAS