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

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

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**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