THE CALIFORNIA STATE UNIVERSITY
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Date: November 3, 1998
Code: HR 98-08

To: CSU Presidents
From: Samuel A. Streveler, Interim Senior Director
Human Resources

Subject: NEW ADMINISTRATIVE CLASSIFICATIONS – TRAINING SESSIONS

The new Administrative Support and Administrative Analyst/Specialist classifications in California State Employees' Association (CSEA) bargaining units 7 and 9, respectively, will be available for use on April 1, 1999. In preparation, Human Resources is pleased to announce upcoming training sessions designed to provide campus human resources professionals with information on the development of the new classifications, job evaluation methodology, implementation of the new classifications, and ongoing administration. The sessions, designed to accommodate teams of 4-5 employees (MPP and Confidential only) from each campus, are scheduled at the following six locations:

<table>
<thead>
<tr>
<th>Date</th>
<th>Host Location</th>
<th>Other Participating Campuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/11/99</td>
<td>Chancellor's Office</td>
<td>Long Beach, Dominguez, Channel Islands</td>
</tr>
<tr>
<td>1/12/99</td>
<td>Cal Poly, Pomona</td>
<td>Northridge, Bakersfield, San Bernardino</td>
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<tr>
<td>1/14/99</td>
<td>CSU, Sacramento</td>
<td>Chico, Humboldt</td>
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<tr>
<td>1/20/99</td>
<td>San Francisco State</td>
<td>Hayward, Sonoma, San Jose, CMA</td>
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<tr>
<td>1/21/99</td>
<td>Cal Poly, San Luis Obispo</td>
<td>Fresno, Monterey Bay, Stanislaus</td>
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<tr>
<td>1/22/99</td>
<td>CSU, Fullerton</td>
<td>Los Angeles, San Diego, San Marcos</td>
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</tbody>
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To maximize the benefit of the training, we encourage members of each campus team to attend on the same date. Also, for efficiency, we recommend that campus participants coordinate their registration through the human resources director. The registration deadline is December 15, 1998. Training sessions will accommodate approximately 20 participants. To register, please call Carolyn Duckett in Human Resources at (562) 985-2678.

Detailed information on training sessions will be provided in early January to participants. If you need further information, please contact Ron Hull (562/985-2653) or Gina Caywood (562/985-2654).

SAS/rh

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