The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275  
(562) 985-2670

Date: February 27, 1997  
To: Presidents  
From: Samuel A. Strafati  
Interim Senior Director  
Human Resources

Subject: COMPENSATION ADMINISTRATION SEMINAR

Human Resources is pleased to announce that due to campus requests a seminar on Compensation Administration will be conducted. The seminar is designed to provide human resources professionals with an overview of compensation trends, the changing role of human resources in compensation management, new approaches for job and skill analysis, and evaluating and using salary survey data. The seminar will include presentations by outside consultants and Chancellor's Office staff and working sessions where campus issues will be addressed. A detailed tentative agenda for the seminar is attached.

Each seminar will accommodate approximately 40 participants. If possible, attendees from the same campus should attend the same session as part of the seminar will include team work on specific case studies. The seminar schedule is as follows:

**Northern California**
- Time: April 23, 1997  
- Place: Clarion Hotel near the San Francisco Airport

**Southern California**
- Time: May 1, 1997  
- Place: Long Beach Airport Marriott Hotel

**The registration deadline is April 4, 1997.** Preference for dates and locations will be given to campuses who reserve early. Reservations made after April 4 will be subject to availability. To register, please call Carolyn Duckett in Human Resources at (562) 985-2678. The final agenda and detailed location information will be provided after April 4th.

If you need further information, please contact Ron Hull (562/985-2653) or Pamela Chapin (562/985-2652) in Human Resources Administration. Thank you.

SAS/rh  
Attachment

Distribution:

Executive Vice Chancellor Broad  
Provosts/Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Personnel Directors  
Associate Vice Presidents/Deans, Faculty Affairs  
Employee Relations Designees


Tentative Compensation Seminar Agenda

9:00 - 12:00  Morning Session

Registration and Introduction

Presentation: Compensation Management & Trends
- Overview on theory and practice of compensation management
- Changing role of human resources in compensation management
- New approaches in compensation management

Break

Presentation: Conducting Job/Skill Analyses
- Overview on the strategic direction and changing role of compensation management within the CSU
- Overview on how to conduct a job and skill analysis using the new classification approach

12:45 to 4:30  Afternoon Session

Work Session - Job/Skill Analysis Case Study
- Participants work in small teams on one of two case studies.
- Small groups report on results and learnings from the case study

Presentation: Using Market Data
- Overview on using market data to help manage salary equity
- Salary Survey data sources
- How to evaluate and use salary surveys
- How to evaluate and use salary survey data

Break

Work Session - Market Data Analysis
- Build on previous case study to include an analysis of survey data sources
- Participants evaluate survey matches and select most appropriate data
- Work groups report back on the decisions they made and their salary recommendations
- Discussion on equity management

Discussion - Integrating Compensation with Other Programs
- Integration with performance management programs
- Recruitment and selection
- Training line managers in salary administration