

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS      DATE: November 18, 1997  
REFERENCE CODE: 97-041

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Personnel Management Liaison  
Personnel Officers

FROM: Department of Personnel Administration  
Labor Relations Division

SUBJECT: Invitation to Participate in Ad Hoc Committee Review of Printing  
Classes

CONTACT: Daniel Tokunaga, Personnel Management Analyst  
(916) 324-0433, CALNET 454-0433  
FAX: (916) 327-1886  
OFFICE VISION: DPA(DHTOKUNA)  
INTERNET: DHTOKUNA@SMTP.DPA.CA.GOV

The Department of Personnel Administration, in cooperation with the California State Employee's Association (CSEA), is initiating a review of the major printing classes used by the State of California. Aside from updating class specifications to reflect current and future use of these classes, the intent of this review is to explore alternative means of consolidating the various printing classes into a fewer number of classes.

This memorandum is to invite all interested departments to attend a kick-off meeting scheduled for December 5, 1997, at 1:00 PM at the Department of Personnel Administration, Conference Room A/B, Fourth Floor, 1515 S Street, North Building, Sacramento California. Representatives from both personnel and printing operations are encouraged to attend, however, because of limited space, we ask that you keep a minimum the number of persons attending. One representative from the personnel/human resources office and one from the printing operations should be sufficient to represent your department.

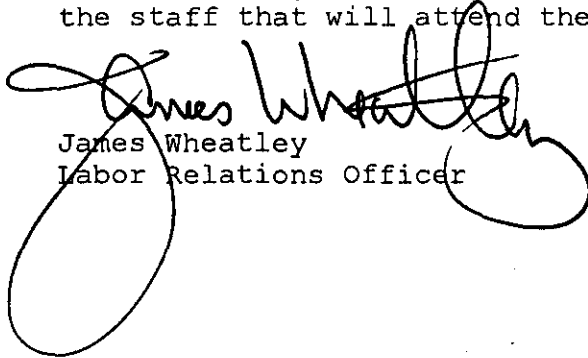
The committee hopes to complete its work within a six month period. Given the broad scope of the committee's goal, participating departments should note that the commitment in time and staff resources may be substantial during the course of the committee's work.

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If your department is interested in participating, please contact Daniel Tokunaga with the names, job titles, and phone numbers of the staff that will attend the kick off meeting.



James Wheatley  
Labor Relations Officer

