



TRANSMITTAL
 TO HRD NETWORK MEMBERS
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 Information Exchange Service... a benefit for our members

May 27, 2008



SAVE THE DATE... 2008

for the HRD Network's
Semi-Annual Conference
September 17-18, 2008
The Doubletree Hotel
San Diego ~ Mission Valley

2008 HRD Network Board of Directors

Lisa Pesta, President
 VP Human Resources
 Meriwest CU
 San Jose, CA

Ann M. Johnson, Vice President
 VP Human Resources
 Silver State Schools CU
 Las Vegas, NV

Lecia Roundtree, Treasurer & President's Club Member
 VP Human Resources
 Sand Mateo CU
 Las Vegas, NV

Jenee Rawlings, Secretary
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 Yolo FCU
 Woodland, CA

Janet Gaspard, Director
 HR Manager
 Los Angeles Police FCU
 Los Angeles, CA

E. Nanette Dalo, Director
 SVP / Chief Operations Officer
 Allied Healthcare FCU
 Long Beach, CA

Shonna Shearson, Director
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 Kern Schools FCU
 Bakersfield, CA

Rebecca Nixon, Director
 HR & Training Manager
 San Mateo CU
 Redwood City, CA

Kate McPike, CCUL Liaison
 Sr. Training Consultant & Professional Networks Manager
 California & Nevada Credit Union Leagues
 Rancho Cucamonga, CA



*"We all have ability.
 The difference is how we use it."
 ~ Stevie Wonder (1950 -)
 Singer and musician*



BROWNBAG UPDATES

Upcoming HRD Network Brownbags:

Central California Area

When: **Wednesday, June 25, 3008**

Time: 11:30am – 1:00pm

Where: AltaOne, 701 S China Lade Blvd, Ridgecrest, CA 93555

Topic: New Hire Orientation

Lunch provided by AltaOne (Thank You!)

HRD Network membership is not required in order to attend.

RSVP: Shonna Shearson at Kern Schools FCU (661) 833-7944 or shonna.shearson@skfcu.org for information on the next scheduled meeting.

Inland Empire Area

Contact Emily Pearl at Service Plus CU (909) 680-1998 x104 or

If you would like information on how to place an ad with the HRD Network,
 Call Nanette Dalo (562) 933-0378 * FAX (562) 933-0921 * email: ndalo@ahfcu.org
 ** PLEASE SEND REQUESTS OF 200 WORDS OR LESS BY FRIDAY AT NOON **
 All members of our Job Placement Service are Equal Opportunity Employers M/F/D/V.



eppearl@servicepluscu.org for information on the next scheduled meeting.

Long Beach/South Bay Area

Contact Diane Jarecki at LBSFCU (714) 893-5111 x5205 or djarecki@lbsfcu.org for information on the next scheduled meeting.

Los Angeles Area

Contact Janet Gaspard at LA Police FCU (818) 779-3316 or jgaspard@lapfcu.org for information on the next scheduled meeting.

Orange County Area

Contact Courtney Lynch at Wescom CU (888) 493-7266 x4653 or clynch@wescom.org for information on the next scheduled meeting.

Sacramento Area

Contact Jenee Rawlings at Yolo FCU (530) 669-6321 or jrawlings@yolofcu.org for information on the next scheduled meeting.

San Diego Area

Contact Jose Ng at USA FCU (858) 831-8100 x511 or jng@usafed.org for information on the next scheduled meeting.

San Francisco Bay Area

Contact Dawn Smith at San Mateo CU at (650) 562-1276 or dsmith@smcu.org for information on the next scheduled meeting.

Southern Nevada Area

Contact Ann Johnson at Silver State Schools CU (702) 697-8025 or amj@silverstatecu.com for information on the next scheduled meeting.

Trainers Network (Southern California)

When: **Friday, May 30, 2008**

Time: 11:30am-1:30pm

Where: Wescom Credit Union 123 South Marengo, Pasadena

Topic: Panel Discussion – “Getting Participants to Complete Evaluations”

Lunch will be provided by host credit union. A tour of facility will also be available.

Contact Kate McPike at the California Nevada Credit Union League (909) 581-3434 or katem@ccul.org.

Mark your calendar and plan to join your colleagues at these **FREE** brownbag meetings!

HRD NETWORK INFORMATION EXCHANGE

The next Info Exchange will be sent out on **Tuesday, June 9, 2008**. Any information or job posting needs to be submitted by the Friday before. Thank you and please send your information to Nanette Dalo of Allied Healthcare FCU at ndalo@ahfcu.org.



JOB LISTINGS



**LOS ANGELES
POLICE
FEDERAL CREDIT UNION**

16150 Sherman Way • Van Nuys, CA 91406 • 818/779-3316

The Los Angeles Police FCU (\$650M) is seeking:

Senior Administrative Assistant

Perform a broad variety of administrative support functions such as preparing correspondence, minutes and reports, as well as providing other secretarial support to executive staff and committees as needed. Requires three years of progressively responsible secretarial experience, assisting multiple executives.

Training and Experience: MS Office, including Word, Excel, Outlook, PowerPoint, and typing 50 wpm. Must have excellent grammar.

Education: College degree preferred.

Branch Representative

Under general supervision, but in accordance with established policies and procedures, provides a variety of member service functions, such as interviewing members who submit applications for consumer loans, evaluate member loan requests and makes sound loan decisions, within established policies and lending authority; processing share, checking and loan transactions; cashing checks, selling money orders and travelers cheques; processing mail, maintaining account records, etc. Is responsible for providing a high quality of customer service, cross-selling Credit Union services and balancing the department's daily activities and totals. Responsible for maintaining the Credit Union's Quality Service Standards. Handles IRA transactions, deceased accounts and reporting of the sales of negotiable instruments. Prepares Loan month end reports.

Education: High school diploma, GED or equivalent required.

Training and Experience: Prior banking/financial services experience including lending and new accounts.

Required License and/or Documentation: Notary License

ATM Representative

Under general supervision, but in accordance with established policies and procedures, provides a variety of ATM (Automated



Teller Machine) service functions, such as balancing all proprietary ATMs, which includes: processing share account deposits, checking account deposits, and multiple inquiries on member accounts, processing ATM cash deposits; and posting to Credit Union GL accounts, maintaining account records, and ordering required ATM cash for replenishments. This position is also responsible for providing a high quality of member service. Responsible for maintaining the Credit Union's quality service standards.

Education: High school diploma, GED or equivalent required.
Training and Experience: 2 years prior banking/financial services related experience preferred.

Receptionist

Under general supervision, but in accordance with established policies and procedures, greets members in Credit Union lobby and directs them to the appropriate personnel or department for service. Provides members with information regarding the Credit Union's products and services. Processes a variety of daily work as listed on receptionist job task list. Responsible for maintaining the Credit Union's Quality Service Standards.

Education: High school diploma, GED or equivalent required.

LAPFCU offers an exceptional benefits & compensation package! All positions are based in Van Nuys unless stated otherwise. In addition to the related experience required for each position, candidates with experience in financial background are preferred. **MS Office skills required.** To apply, please send resume, salary requirements and position applied for to: **Los Angeles Police Federal Credit Union**, Human Resources/Job Code HRDN, Fax: 818/782-9356, email: Jobs@LAPFCU.org. For more information, visit our website: www.lapfcu.org EOE

[051208-060608]



Chief Operations Officer/Senior VP of Operations

Located in San Luis Obispo, on the beautiful California Central Coast, SESLOC Federal Credit Union, with \$475 million in assets, is currently seeking a visionary executive to guide and direct the operations in all branch locations and phone center. Under the leadership and direction of the President/CEO, the position is responsible for operations administration and for significant contributions to the formulation, development, implementation, and administration of credit union operational policies and business goals and objectives. Organizes, plans, and directs all operational functions that are associated with

branch and phone center operations, ensuring operations are in accordance with sound business practices and policy guidelines. Administers the branch facilities and security functions at all branch locations and is responsible for compliance with operational rules and regulations. Acts as liaison to the Board of Directors on operational issues.

The successful candidate will have a collaborative management style, embracing communication throughout the organization and an ability to foster an environment conducive to preserving credit union philosophy and principles. Will have proven track record of success in leadership and relationships and proven ability in leading a team/developing staff. Bachelor's Degree from a four (4) year college or University required. Ten (10) or more years required in a financial institution management role, some of which must be senior management. Ten (10) or more years of financial operations experience required. Credit Union experience preferred. Master's degree preferred.

Compensation package commensurate with background, education, and experience.

For consideration, please send your letter of interest, five year salary history, application, and resume to:

SESLOC Federal Credit Union
Attn: Executive Search Committee
P.O. Box 5360
San Luis Obispo, CA 93403
Or employment@sesloc.org
Position will be open until filled. EOE

[042808-062008]



HR TRIVIA

Two Small Things

Small steps make a big difference when it comes to teamwork. To start moving your team in a new direction, ask everyone to commit to making two small changes.

Allow them to select their own specific, positive changes – the only guideline is that the changes must somehow benefit the team.

Examples: completing their least favorite task first thing each day or showing up for meetings five minutes early.

~ Adapted from *The 2 Degree Difference*, John Trent, B&H Publishing Group, www.broardmanholman.com.



***“Most of us can read
the writing on the wall;
we just assume it’s
addressed to someone else.”***
~ Ivern Ball



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HRD NETWORK

STIMULATING GROWTH • PROMOTING EDUCATION • SHARING IDEAS • CREATING VALUE