



**TRANSMITTAL
TO HRD NETWORK MEMBERS**
Visit us on the web at www.hrdnetwork.org
Information Exchange Service... a benefit for our members

August 18, 2008



**Only one month away!
Be sure to register for the conference
and to make your hotel reservations.**

HRD Network's

**Semi-Annual Conference
September 17-18, 2008**

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Kate McPike, *CCUL Liaison*

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



The Doubletree Hotel San Diego ~ Mission Valley

7450 Hazard Center Drive, San Diego, CA 92108



BROWNBAG UPDATES

Upcoming HRD Network Brownbags:

Central California Area

Contact 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 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.

If you would like information on how to place an ad with the HRD Network,
Contact Nanette Dalo at (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.



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Los Angeles Area

Contact Janet Gaspard at LA Police FCU (818) 779-3316 or jgaspard@lapfcu.org for more 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, September 26, 2008**

Time: TBA

Where: Kern Schools FCU – 9500 Ming Avenue, Bakersfield

Topic: *Marketing Your Training Programs*

Contact Kate McPike at the California Nevada Credit Union League (909) 581-3434 or katem@ccul.org for more information on the next scheduled meeting.

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, September 2, 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.

*"Ability is what you're capable of doing.
Motivation determines what you do.
Attitude determines how well you do it."
~ Lou Holtz: Former football coach, author,
motivational speaker*



JOB LISTINGS



Accounting Clerk, full-time position available in Burbank, California. This position provides support in the day to day operations of the Accounting Department. Duties include accounts payable and accounts receivable, process and balance settlement of Share Drafts, VISA, ACH, and ATM's. Will handle general ledger reconciliations, maintain account files and prepare reports.

Qualifications:

- High School Education or GED
- 2 to 5 years of related work experience. Experience in a financial institution/Credit Union a plus!
- Basic understanding of generally accepted accounting principals.
- Proficiency in Excel and Word.
- Excellent verbal and written communication skills.
- Ability to handle multiple tasks.
- Strong problem solving skills
- Good organization skills and attentive to detail
- Initiative to learn & work independently
- Must be bondable

We offer a competitive salary and excellent benefit package including Credit Union paid medical and dental insurance, life insurance, 401(k) retirement plan, paid holidays, generous Paid Time Off (PTO), Credit Union membership and free parking. For immediate consideration please forward your resume to hr@burbankfcu.org, or fax to (818) 238-2932.



We are a progressive \$170 million credit union and an equal opportunity employer.

We offer a competitive salary within a friendly team-oriented environment. We provide career growth opportunities for those that demonstrate the potential and have accepted the challenge of responsibility. We have 8 branches in the Los Angeles area.

COLLECTION MANAGER

If you would like information on how to place an ad with the HRD Network, Contact Nanette Dalo at (562) 933-0378 * FAX (562) 933-0921 * email: ndalo@ahfcu.org
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Currently we have a **COLLECTION MANAGER** full time position at our South Pasadena Corporate Office.

Job Duties: Responsible for organizing, planning, directing, and controlling all operations of the Collections Department. Oversees all collections functions including the control of credit accounts that are late, potentially delinquent, delinquent, or charged off. Assists in the resolution of difficult and complex account situations. Performs periodic evaluation of collections policies and procedures and recommends as needed. Ensures established policies, procedures, and legal requirements are followed. Coordinates activities, ensuring all subordinate areas of responsibility support Company objectives. Trains, directs, and appraises personnel. Ensures services are delivered professionally and efficiently.

Experience: The ideal candidate must have 5-7 years experience in collections and have 3-5 years demonstrated management experience.

Requirements: Thorough knowledge of collections, servicing, bankruptcy procedures, and legal requirements. Understanding of Company default enforcement clauses. Excellent communication and public relation skills, solid analytical and negotiating skills. Bilingual in Spanish preferred. Interested candidates please e-mail your resume esandoval@priorityonecu.org or fax to (626) 441-1756. For more information please visit www.priorityonecu.org.

[080408-082908]



HR INFO

Update your poster to reflect new minimum wage.

Effective July 24, the federal minimum wage is now \$6.55 per hour. That will increase again on July 24, 2009, to \$7.25 per hour. If you haven't already done so, make sure your posters are up-to-date and reflect the new figure. You can download posters (in several languages) at www.dol.gov/osbp/sbrefa/poster/matrix.htm#minwage. Many states have their own minimum wages. Learn any state's current wage at www.dol.gov/esa/minwage/america.htm.

Where's the cheapest gas?

Help your employees find the least expensive gas in town.

Punch your organization's ZIP code into one of these online price-spotters and share the info with employees via e-mail or intranet.

4 questions to ask before disciplining:

1. **Does the punishment fit the crime?** Disproportionate discipline is a big red flag in court. Be consistent. Document all violations.
2. **Did you discuss it first?** Employees should never be surprised by a termination. Step-by-step discipline should make it clear.
3. **Are the facts clear?** Make sure everyone agrees on the events.
4. **Are you acting consistently?** Review the discipline handed out to others.

Do your job descriptions include 'serving coffee/beverages'?

- 6% Yes, when it's part of the job
- 7% No, even though it's part of some jobs
- 37% No, we don't require it of any workers
- 51% No, but it's covered under "all other duties assigned"

Number of states with workplace smoking bans triples.

By the end of last year, 25 states had banned smoking in private-sector workplaces, up from just eight states in 2005, according to a U.S. Centers for Disease Control and Prevention study. Plus, the number of states with not workplace smoking restrictions fell from 16 to eight during the same period.

Study: The 5 most recession-proof jobs.

Which jobs are best able to weather the continued job erosion in the weakened economy? These five have consistently remained in the highest demand since last November, according to recruiting sight Jobfox: (1) sales rep; (2) software design; (3) nursing; (4) accounting/finance execs; and (5) accounting staff.

~ *The HR Specialist Aug 2008 Issue Vol. 6, No. 8*



"Integrity has no need of rules."

~ Albert Camus, French author, philosopher (1913-1960)



HRD NETWORK

STIMULATING GROWTH • PROMOTING EDUCATION • SHARING IDEAS • CREATING VALUE

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