

October 13, 2006

ADMINISTRATION BUREAU MEMORANDUM NO. 06-5

SUBJECT: Civilian Forums Regarding Job Classification Restructuring

Human Resources Representatives will hold group forums to answer questions and discuss the new Civilian Job Classification Restructuring announced in Special Order 06-24. Meetings will be held on the following dates in the Board Room at Headquarters:

Thursday, November 2, 2006	0900 to 1100 hours
Tuesday, November 7, 2006	1300 to 1500 hours

Additional forums will be scheduled if needed. If you are unable to attend one of the scheduled meetings, you may respond to Room 700, 7th Floor, HQ or call Danielle Reilly at 234-5416, Kathy Vestal at 234-5418 or Jane Harrell at 234-5414.

Nick Nichols
Deputy Chief
Administration Bureau

DISTRIBUTION: All Civilian Personnel
All Supervisors and Commanders
All Department Elements
To be posted on all bulletin boards for two weeks.