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Date: November 21, 1994

To: Presidents

From: June M. Cooper  
Vice Chancellor  
Human Resources and Operations

Subject: **MANAGEMENT PERSONNEL PLAN ADMINISTRATION**

In response to a request by the Executive Council, a Management Personnel Plan (MPP) review committee was established in April 1993 to examine administration of the Management Personnel Plan (MPP) and to suggest ways in which to provide increased flexibility and simplicity in program administration. The review committee considered a variety of options for improving MPP administration and made recommendations for action. The following information provides details on the recommendations and resulting solutions:

**Recommendation:** *Eliminate outdated "tracking classes" and classification standards. Use campus determined titles that more accurately reflect campus organizational structures and that can be added/deleted and/or modified as needed by an individual campus.*

**Solution:** "Tracking classes" and related classification standards maintained by Human Resources will be eliminated December 31, 1994.

To meet federal and state reporting requirements and to address campus and system information reporting needs, a MPP job reporting system has been developed and will be implemented January 1, 1995. This new job reporting system uses pay codes and functional titles representative of the varied campus organizational structures and working titles. As is currently the practice, campuses will be responsible for creating and maintaining their own position descriptions.

The MPP job reporting system design and implementation procedures have been discussed with campus personnel responsible for MPP administration and extensive details were provided for their review and comment. Finalized detailed information on the MPP job reporting system will be distributed to campus staff this week. If requested, Human Resources staff will be available to assist campus staff in implementation of the new job reporting system.

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**Recommendation:** *Develop a MPP reporting system that separates true administrator positions from supervisor and other MPP positions to provide for more accurate reporting and to comply with new federal reporting guidelines called The Integrated Postsecondary Education Data System (IPEDS).*

**Solution:** At the onset of the MPP, a decision was made to ignore federal guidelines and report all MPP employees as administrators. This has resulted in a significant over-reporting of administrator staffing and related costs. The new campus based MPP job reporting system is structured to categorize only employees with line budgetary and personnel administration authority as administrators while accurately reporting supervisor and professional manager positions. The new job reporting system will enable the CSU to correctly report MPP positions to the federal government and to accurately report administrator staffing and related costs to the Legislature.

**Recommendation:** *Improve MPP administration training and communication.*

**Solution:** Human Resources, working together with the Office of General Counsel, has provided training to key campus personnel on MPP administration and will continue to offer training on changes in MPP administration.

**Recommendation:** *Clarify that all MPP employees serve at the pleasure of the appointing authority, that there is no permanent status in the MPP and create a mechanism to maintain separate records of employees who retain permanent status under Title 5, Section 42732 (c) in discontinued administrative classes.*

**Solution:** Title 5, Section 42723(a) clearly states that MPP employees serve at the pleasure of the appointing authority and appropriate campus personnel have been trained in this aspect of MPP administration. A report on current MPP employees hired prior to January 1, 1984, who have permanent status rights under Title 5, Section 42723(c) is currently being finalized in consultation with campus personnel officers and will be maintained as a compendium report on the Campus Information Retrieval System (CIRS).

**Please note that the changes addressed in this memorandum do not require changes to Title 5, Article 2.2, Management Personnel Plan; the changes are administrative only.**

If you have any questions about MPP administration, please contact Human Resources at (310) 985-2678. Thank you.

JMC/cr