

Date: April 23, 2008

Code: TECHNICAL LETTER
HR/Salary 2008-06

To: Human Resources Directors
Associate Vice Presidents/Deans of Faculty Affairs

TIME SENSITIVE:
Due May 19, 2008

From: Evelyn Nazario
Senior Director, Compensation
Human Resources Administration



Subject: 2008 MPP Benchmark Salary Survey

Overview

Audience: Human Resources Directors, Associate Vice Presidents/Deans of Faculty and HR professionals responsible for the annual MPP Benchmark Salary Survey

Action Items: Campuses are to submit updated information for the MPP Benchmark Salary Survey by May 19, 2008.

Affected Employee Groups/Units: No affect to employees.

Summary

This technical letter provides campus human resources staff with information on the data collection process for the 2008 MPP Benchmark Salary Survey.

Each year, Human Resources Administration (HRA) prepares a report of common Management Personnel Plan (MPP) positions throughout the CSU and their pay. Data is gathered from all 23 CSU campuses. Preparation for the 2008 report is underway and your campus MPP data is now requested. The 2008 MPP Benchmark Salary Survey package will be mailed to each Human Resources Director. The survey package will include the data collection tool, benchmark job descriptions, and detailed instructions. Please have the appropriate person on your campus complete the survey and return it to us by May 19, 2008, so that we can publish the report in June. For reference, survey instructions and benchmark descriptions are provided as attachments. Please also note the following:

➤ **Data Collection Tool:**

The 2008 MPP Benchmark Salary Survey data collection tool is a Microsoft Access database. In order to minimize your staff's workload, campuses will be provided last year's benchmark submission and only will have to update any new and/or changed incumbents in the database. Campuses are to report position information for active MPP employees on CSU payroll as of May 1, 2008. Foundation and other non-CSU employees are not included.

Distribution:

CSU Presidents
Interim Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration

Vice Presidents, Information Systems
Vice Presidents, Student Affairs
Vice Presidents, University Advancement
HR Professionals

➤ **Additional Resources:**

A reminder, campuses can access the following CIRS Compendium Reports as resources in this and other projects:

<u>CIRS Report Code</u>	<u>Report Title</u>
C01	MPP Employee Listing by MPP Job Code
C02	MPP Employee Listing by Administrative Grade Level
C03	MPP Employee Listing, Alpha Order

➤ **Survey Submission Instructions:**

The diskette with the updated matches should be returned by May 19th as follows:

Rachel Caracoza
Human Resources Administration, 4th Floor
CSU Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210

If you or your staff have questions regarding the survey or data collection, please contact me or Rachel Caracoza in Human Resources Administration at (562) 951-4411.

EN/rc

Attachments

MPP Benchmark Salary Survey

Job Descriptions by Job Title

062 Associate Dean, Graduate Programs

Under direction of the dean, provides administrative support to the Graduate Program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

063 Associate Dean, School of Agriculture

Under direction of the dean, provides administrative support to the school of Agriculture. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

064 Associate Dean, School of Architecture

Under direction of the dean, provides administrative support to the school of Architecture. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

065 Associate Dean, School of Arts & Letters

Under direction of the dean, provides administrative support to the school of Arts and Letters. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

067 Associate Dean, School of Arts & Sciences

Under direction of the dean, provides administrative support to the school of Arts and Sciences. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

066 Associate Dean, School of Arts, Letters & Humanities

Under direction of the dean, provides administrative support to the school of Arts, Letters and Humanities. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

068 Associate Dean, School of Business

Under direction of the dean, provides administrative support to the school of Business. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

069 Associate Dean, School of Communications

Under direction of the dean, provides administrative support to the school of Communications. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

070 Associate Dean, School of Continuing/Extended Education

Under direction of the dean, provides administrative support to the school of Continuing/Extended Education. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

071 Associate Dean, School of Education

Under direction of the dean, provides administrative support to the school of Education. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

072 Associate Dean, School of Engineering

Under direction of the dean, provides administrative support to the school of Engineering. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

073 Associate Dean, School of Fine Arts

Under the direction of the dean, provides administrative support to the school of fine arts. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

074 Associate Dean, School of Health & Human Services

Under direction of the dean, provides administrative support to the Health and Human Services program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

075 Associate Dean, School of Science

Under direction of the dean, provides administrative support to the school of Science. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

076 Associate Dean, School of Science & Mathematics

Under direction of the dean, provides administrative support to the school of Science and Mathematics. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

077 Associate Dean, School of Social Sciences

Under direction of the dean, provides administrative support to the school of Social Sciences. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

078 Associate Dean, Undergraduate Studies

Under direction of the dean, provides administrative support to the Undergraduate Studies program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

134 Associate Director, Accounting

Assists in directing campus accounting operations.

135 Associate Director, Facilities Management

Assists in directing the facilities management function.

136 Associate Director, Facilities Planning

Assists in directing facilities planning.

079 Associate Director, Human Resources

The second senior administrator responsible for administering campus human resources programs and practices for staff and/or faculty.

115 Associate Registrar

Assists in the management of the student registration and records function.

006 Associate Vice President, Business Administration

Assists the Vice President in administering campus business operations and finance functions. Develops policy, plans, and provides leadership for activities that include some or all of the following: accounting, budgeting, financial management, procurement, university services, plant operations, facilities planning, public safety, risk management, environmental health and safety and food services.

007 Associate Vice President, Finance

Plans, organizes and/or directs the activities for two or more functions in the financial affairs area.

008 Associate Vice President, Information Technology

The second senior administrative official responsible for the major computing activities of the campus.

009 Associate Vice President, Student Affairs

The second senior official responsible for the campus student affairs programs.

010 Associate Vice President, University Advancement

The second senior administrator responsible for the campus university advancement programs.

012 Associate Vice President/Dean, Faculty Affairs

The principal administrator for the human resources programs and practices for faculty. Responsible for administering and interpreting the faculty collective bargaining agreement.

127 Associate Vice President/Director, Academic Planning/Programs/Asse

Plans, develops, evaluates and implements academic programs that have campus wide impact; directs academic planning and analysis.

011 Associate Vice President/Vice Provost, Academic Affairs

The second senior academic official responsible for the academic program of the campus.

116 Benefits Officer

Coordinates campus benefits programs that include medical, dental and vision coverage; long-term disability; group insurance programs; tax-sheltered annuity programs; unemployment and leaves of absence.

117 Campus Counsel

Provides legal advice and counsel to the President or designee on campus related matters.

119 Chief of Police

Directs campus public safety operations and programs. (Do not include campus Chief of Police if he/she is serving as the Systemwide Police Coordinator.)

118 Chief, Custodial Services

Manages the campus custodial services function.

120 Coordinator, Work Control

Coordinates communications between facilities management and the campus community. Develops policies and programs to enhance customer service and employee morale. Oversees activities related to centralized planning, estimating, scheduling, recording, coordinating, and facilitating of all work projects including preventive maintenance, repair, minor construction, and alteration projects.

013 Dean, Graduate Programs

The principal administrator for the Graduate Program.

014 Dean, Graduate/Undergraduate Programs

The principal administrator for the Graduate/Undergraduate Program.

139 Dean, Research and Graduate Programs

The principal administrator for the Research and Graduate Programs.

015 Dean, School of Agriculture

The principal administrator for the school of Agriculture.

016 Dean, School of Architecture

The principal administrator for the school of Architecture.

018 Dean, School of Arts & Letters

The principal administrator for the school of Arts and Letters.

019 Dean, School of Arts & Sciences

The principal administrator for the school of Arts and Sciences.

017 Dean, School of Arts, Letters & Humanities

The principal administrator for the school of Arts, Letters, and Humanities.

020 Dean, School of Business

The principal administrator for the school of Business.

021 Dean, School of Communications

The principal administrator for the school of Communications.

022 Dean, School of Continuing/Extended Education

The principal administrator for the school of Continuing/Extended Education.

023 Dean, School of Education

The principal administrator for the school of Education.

024 Dean, School of Engineering

The principal administrator for the school of Engineering.

025 Dean, School of Fine Arts

The principal administrator for the school of Fine Arts.

026 Dean, School of Health & Human Services

The principal administrator for the Health and Human Services program.

027 Dean, School of Science

The principal administrator for the school of Science.

028 Dean, School of Science & Mathematics

The principal administrator for the school of Science and Mathematics.

029 Dean, School of Social Sciences

The principal administrator for the school of Social Sciences.

030 Dean, Undergraduate Studies

The principal administrator for the Undergraduate Studies program.

133 Director, Accounting

Directs campus accounting/auditing operations.

031 Director, Admissions

Directs student admissions functions that include applications processing, transfer articulation, and transfer evaluations.

032 Director, Admissions & Records

Directs admissions and records activities that include applications processing, registration, evaluation, records and graduation.

033 Director, Affirmative Action/Equal Employment Opportunity

Directs the campus AA/EEO programs and monitors employment equity.

034 Director, Alumni Affairs

Directs the campus alumni affairs programs for the campus.

035 Director, Athletics

Directs the activities of intercollegiate athletic programs. Ensures compliance with NCAA and Conference regulations. May have responsibility for functions that include publicity, media relations, ticket sales, fund raising, events management, budget, equipment and facilities maintenance.

036 Director, Budget

Directs campus budget operations.

037 Director, Career Development

Directs career counseling and job placement services. Advises and counsels students and alumni concerning employment opportunities and careers.

130 Director, CMS Project

Directs the campus CMS project function. Responsible for the implementation, maintenance and upgrades of CMS Baseline system.

038 Director, Counseling & Psychological Services

Directs student counseling and psychological services such as clinical, crisis intervention and outreach services.

039 Director, Development

Directs a campus development function such as alumni affairs, annual fund, planned giving, etc.

040 Director, Disabled Student Services

Directs programs which provide educational support services to students with disabilities.

138 Director, Distance Learning

Directs the campus distance-learning program.

129 Director, Educational/Equity Opportunity Programs

Directs educational/equity opportunity programs and summer bridge programs designed to assist economically and educationally disadvantaged students by recruiting them to the University, and providing financial and academic support services needed for their retention and graduation.

041 Director, Enrollment Services

Directs enrollment services functions such as admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation and graduation.

042 Director, Environmental Health & Safety

Directs the campus environmental health and occupational safety programs.

043 Director, Facilities Management

Directs the facilities management function. Responsibilities may include overseeing architectural services, automobile and equipment maintenance, facilities planning, building and trades maintenance, engineering services, grounds and landscaping services, plant operations, housing operations and work coordination.

044 Director, Facilities Planning

Directs the planning process in the design, construction, modification and renovation of campus facilities or infrastructure.

- 045 Director, Financial Aid**
Directs the campus student financial aid program.
- 047 Director, Information Technology**
Directs the campus administrative and/or academic computing function. Exclude Vice President or Associate Vice President.
- 048 Director, Institutional Studies**
Directs the campus institutional research and analytical studies.
- 128 Director, Internal Audit**
Directs campus audit functions, coordinates internal audits and audits of campus functions conducted by external agencies, and prepares reports of findings and recommendations for management.
- 049 Director, International Programs**
Directs the campus operation of the CSU study abroad program.
- 140 Director, IT Security**
Ensures security for all campus systems, monitors correct usage of systems, identifies problem areas, utilizes software to assess system security, and takes action to correct weaknesses in systems security.
- 050 Director, Learning Resources**
Directs learning resources programs for students.
- 051 Director, Multi-Media Services**
Directs print and non-print media services (e.g. audio, video, film, photo and interactive disc/tape, teleconferencing, multi-media, computer graphics) in support of instructional technology and applications. May have responsibility for media pre-production, production and post-production, including media design responsibilities.
- 052 Director, Plant Operations**
Directs the operation and maintenance of all campus facilities.
- 053 Director, Public Relations**
Directs the campus public relations program.
- 054 Director, Residence Halls**
Directs residence hall operations for the campus.
- 137 Director, Sponsored Programs/Grants**
Directs the campus sponsored programs/grants program.
- 055 Director, Sports Information**
Directs the campus sports information program. Manages the release of campus sports information through athletic publications, media relations, etc. May be involved in game management, marketing of sports events, and advertisement sales.
- 056 Director, Student Academic Services**
Directs programs designed to attract, support and retain students to the university.
- 057 Director, Student Health Center (Medical)**
Directs student health center operations. Oversees medical care provided by staff physicians, nurse practitioners and other health care professionals.

058 Director, Student Health Services (Non-Physician)

Directs the activities of an accredited student health center with physicians, nurse practitioners, nurses. Responsible for the operation of the laboratory, X-ray, pharmacy departments and health education programs.

059 Director, Student Life

Directs student services activities that include student orientation, social events, Greek programs, student government/committees, newspapers, clubs, organizations, etc.

060 Director, University Library

Directs the operation of the university library and programs.

061 Director, University Union

Directs student union operations.

121 Executive Assistant to the President

Assists the President in a wide range of executive and administrative duties related to policy development; academic, fiscal, and administrative programs; and may represent the President to other senior staff, the campus, and to the community at large.

122 Head Coach

Manages the activities for a team sport. Exclude faculty positions.

046 Human Resources Officer

Directs broad range of campus human resources programs for staff, management, and may include faculty. Responsible for administering and interpreting CSU policy and collective bargaining agreements.

123 Lieutenant

Assists the Chief of Police in directing public safety operations and programs.

080 Manager, Accounting

Manages the daily operation of one or more campus accounting functions.

081 Manager, Administrative Services

Manages the business or finance functions of a department or school, which may include budget, collections, receivables, cashing, purchasing, payables, personnel, information systems, space utilization, and equipment.

082 Manager, Annual Giving

Manages the campus annual fund-raising campaign, including direct mail and telemarketing campaigns.

083 Manager, Applications Systems

Manages programming application activities that apply knowledge of a particular subject matter to the development of computer programs and/or systems.

084 Manager, Compensation & Classification

Manages the campus compensation and/or classification program.

085 Manager, Construction

Manages projects involving new construction and/or alterations to campus buildings.

086 Manager, Contract & Grants

Manages campus contracts and grants activities.

087 Manager, Corporate & Foundation Relations

Manages a comprehensive fund raising program to identify and attract external resources from national, regional, and local corporations, business and foundation prospects.

088 Manager, Educational Testing

Manages the educational testing programs and services provided by the university.

141 Manager, Employee Relations

Manages campus employee relations program.

142 Manager, Employment

Manages campus employment and recruitment program.

089 Manager, Energy Management

Manages the campus energy program including energy conservation planning and consultation. May maintain a computerized energy management system.

090 Manager, Engineering Services

Manages the engineering planning process for the construction, repair, and maintenance of campus facilities and ancillary equipment and utility systems.

091 Manager, Governmental/Community Relations

Manages campus participation in governmental and community activities and organizations. Develops, implements, and directs public affairs programs for the campus and responds to employee and client inquiries regarding community involvement.

092 Manager, Human Resources (Generalist)

Manages two or more human resources programs.

094 Manager, Major Gifts

Manages fund raising programs to attract major gifts to the university.

095 Manager, Media/Audio Visual Services

Manages the development of non-print media and audio-visual services for the campus.

096 Manager, Network Control

Manages campus infrastructure networks in support of voice, data, and/or video communications systems. Monitors and controls the performance and status of network resources for both software and hardware. Evaluates user needs, requirements and capabilities.

097 Manager, Parking & Transportation

Manages the parking and transportation programs for the campus.

098 Manager, Payroll

Manages the campus payroll function, including planning, organizing, and/or directing the administrative and technical activities of employees engaged in the processing of pay documents.

099 Manager, Planned Giving

Manages the planned giving program for the campus.

100 Manager, Publications

Manages the design and production of campus publications.

- 101 Manager, Purchasing**
Manages the campus procurement function.
- 102 Manager, Risk**
Manages the campus risk management function.
- 103 Manager, Telecommunications**
Manages the campus telecommunications systems. Responsible for equipment installation, troubleshooting and hardware testing. May have responsibility for telephone switching and transmission facilities.
- 104 Manager, User Services**
Manages the interface between information systems professionals and users in a specialized area. Develops service specifications and tests procedures to ensure user requests are carried out.
- 105 Manager, Workers' Compensation**
Manages the campus workers' compensation and return to work program to ensure compliance with applicable laws, guidelines, regulations, and procedures.
- 124 Registrar**
Manages the student registration and records function.
- 125 School Development Officer**
Manages a comprehensive program for securing independent financial support for a school or college of the university.
- 126 Special Assistant to the Vice President/Provost**
Assists the Vice President/Provost in the execution of numerous executive and administrative duties of considerable scope and complexity requiring the exercise of initiative, judgment, and knowledge of the academic and/or administrative programs and organizational structure of the division.
- 131 Student Discipline Officer**
Provides highly sensitive executive and administrative support to student services particularly in the area of student discipline. Plans, organizes and oversees student discipline processes involving students working closely with campus legal counsel.
- 132 Student Grievance Officer**
Plans, organizes and oversees student judicial affairs working closely with campus legal counsel.
- 106 Supervisor, Accounting**
Supervises an accounting function such as accounts payable, accounts receivable, cashiering, collections or disbursements. Ensures compliance with accounting principles and practices in analyzing, verifying and reporting financial transactions.
- 107 Supervisor, Automotive & Equipment Maintenance**
Supervises the campus automotive and equipment maintenance and shop operation function (e.g. motor vehicles, gasoline powered equipment used by landscape services, emergency generators). May have responsibility for the campus warehouse.
- 108 Supervisor, Building & Trades**
Supervises activities relating to one or more of the following: heating, ventilation, air conditioning, carpentry, electrical, locksmithing, plumbing, painting, welding, masonry and general maintenance. Ensures that work meets quality standards and complies with codes and regulations.
- 109 Supervisor, Computer Operations**
Supervises a campus computer operations function.

110 Supervisor, Custodial Services

Supervises custodians. Coordinates work assignments, identifies priorities and makes inspections.

111 Supervisor, Grounds & Landscaping

Supervises grounds maintenance and landscape services that include irrigation systems, tree trimming and horticulture. May have responsibility for related functions, e.g., building and trades maintenance, custodial services.

112 Supervisor, Nursing

Supervises the nursing services function. Establishes and maintains nursing standards, policies and procedures.

113 Supervisor, Support Services

Supervises the work activities of the mail services function. May have responsibility for other support functions such as shipping and receiving, warehousing, and property accounting.

114 Supervisor, Technical Equipment

Supervises the work activities involved in equipment repair, maintenance, design and construction for highly technical and complex equipment and/or systems. May provide design of complex equipment to meet research or prototype requirements.

002 Vice President, Business Administration

The senior administrative official responsible for providing executive guidance, direction and policy formation for the administrative and financial affairs of the campus.

003 Vice President, Information Technology

The senior administrative official responsible for providing executive guidance, direction and policy formation for the major computing activities of the campus.

004 Vice President, Student Affairs

The senior administrative official responsible for providing executive guidance, direction and policy formation for the student affairs programs of the campus.

005 Vice President, University Advancement

The senior administrative official responsible for providing executive guidance, direction and policy formation for the campus university advancement programs.

001 Vice President/Provost, Academic Affairs

The senior academic official responsible for providing executive guidance, direction and policy formation for the academic program of the campus.

MPP Benchmark Salary Survey Survey Tool Instructions

**CSU Office of the Chancellor
Human Resources Administration**

2008

Introduction

Each year, Human Resources Administration prepares a report of common Management Personnel Plan (MPP) positions and their pay. The MPP Benchmark Salary Survey data collection tool was created to simplify the data collection process and minimize the workload for campuses. With the database tool, campuses match incumbents to the benchmark job title and only need to provide a few data elements for each benchmark match. Human Resources will retrieve the remainder of the employee data (base salary, grade level, MPP Job Code, etc.) from the Campus Information Retrieval System (CIRS).

The data collection tool was developed using Microsoft Access and is easy to use, even if you have not used MS Access previously. We hope you continue to find the process to be user-friendly, fast and efficient. We welcome any feedback and suggestions you may have for further enhancements.

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- II. Viewing and Printing Reports - Page 4
- III. Submitting the MPP Benchmark Salary Survey to Human Resources Administration - Page 5

Main Toolbar:

You can access the sections discussed in these instructions from the main toolbar. The toolbar contains the following options:

[Contact Information](#)

[Match Entries](#)

[Campus Reports](#)

- Campus Benchmark Report
- Campus Worksheet
- Job Description by Job Title
- Job Descriptions by Survey Code

[Survey Tool Instructions](#)

Navigating through Survey Codes:

There are a few ways of locating specific Survey Codes, below are two examples (refer to the navigation screenshot).

[A. Navigating through the Records in the Database](#)

Job Titles are sorted numerically by Survey Code. The navigation buttons are an efficient way to move to the first, previous, next, or last record.

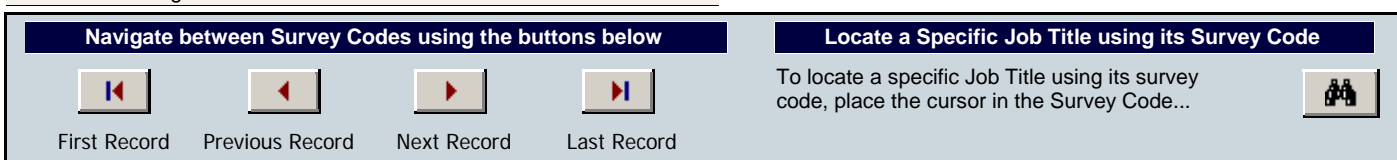
- First Record: Click to view the first job title in the recordset
- Previous Record: Click to view the previous job title in the recordset
- Next Record: Click to view the next job title in the recordset
- Last Record: Click to view the last job title in the recordset

[B. Using Survey Codes to Quickly Locate Job Titles](#)

You can also search the database for a Job Title using its Survey Code.

1. Place the cursor in the "Survey Code" field and type Control+F or click on the binoculars icon.
2. If it isn't already, select the option "Any part of field" from the Match drop-down menu.
3. Enter the Survey Code in the "Find What" field.

Screenshot: Navigation Bar



I. Entering Campus Information

The database contains incumbent information for the positions your campus benchmarked in 2007. Please verify that all incumbent information is still current for each benchmark (e.g., PIMS position number, working title, etc.). If the incumbent data is not current, please update.

Note on Microsoft Access:

There is not a "save" action in Access databases. Each form will automatically save the information as it is entered. Use the TAB key to move from one field to the next on the following forms.

Contact Information Form

Enter your name, title, phone number, e-mail and select your campus.

Screenshot: Contact Information Form

Match Entries Form

Follow the steps listed below to enter incumbent information for each benchmark job title.

1. Click on "Match Entries" on the main toolbar.
2. Locate the Job Title/Survey Code for which you want to enter benchmark information.
3. Under Incumbent Information, select your campus from the drop-down menu, enter the employee's PIMS position number (format: WWW-XXX-YYYY-ZZZ), last 4 digits of their social security number, last name, first name, and working title.
4. If necessary to delete existing incumbent data: Select the row of data you want to delete (click the right-pointing triangle), then from the Edit menu, choose "Delete Record".

Screenshot: Match Entries Form

When entering incumbent information, please note the following:

1. Report only MPP employees on the campus CSU payroll as of May 1, 2008.
2. Do not include Foundation or other non-CSU employees.
3. If your campus does not have a comparable position, leave the incumbent information blank for that Survey Code.
4. If the position is vacant, do not report any information for the current year. Delete existing incumbent data, if necessary.
5. For positions with multiple incumbents, enter each employee's information in a separate row (record). [Critical Step]
6. For incumbents in multiple positions, only benchmark to position(s) where he/she is fulfilling ALL the responsibilities of the job.
7. Please return the updated diskette to Human Resources Administration by Monday, May 19, 2008.

II. Viewing and Printing Reports

The following reports are accessible for campus use from the "Campus Reports" drop-down menu on the main toolbar.

- A. Campus Benchmark Report
- B. Campus Worksheet
- C. Job Descriptions by Job Title
- D. Job Descriptions by Survey Code

Note: To ensure proper viewing, please adjust all margins to .25 inches. Click on File, Page Setup, Margins.

A. Campus Benchmark Report

Generates a report of Job Descriptions and the data you entered into the database. Print a copy of this report when you have completed entering all your incumbent information. The report is sorted by Survey Code. Vacant Positions are listed at the end of the report.

Report Snapshot: Campus MPP Benchmarked Positions

Your Campus

|

Long Beach

|

Job Title

|

Survey Code — **001 - Vice President/Provost, Academic Affairs**

Description — The senior academic official responsible for providing executive guidance, direction and policy formation for the...

Position Number	Last 4 SSN	Last Name	First Name	Working Title
111-023-4546-001	2355	Doe	Joanne	Provost and Vice President, Academic Affairs

Note: If the report contains information for a different campus, you need to correct the campus selection for the incumbent.

B. Campus Worksheet

You can use a printed copy of this worksheet to assist you in your data gathering process. You can write on the worksheet and then later key the information into the Data Entry Form. The worksheet is sorted by Survey Code.

Report Snapshot: Campus Worksheet

Job Title

|

Survey Code — **001 - Vice President/Provost, Academic Affairs**

Description — The senior academic official responsible for providing executive guidance, direction and policy formation for the...

Position Number	Last 4 SSN	Last Name	First Name	Working Title

C.-D. Job Description Reports

View and print an alphabetical list by Job Title, or a numeric list by Survey code, of all positions in the MPP Benchmark Salary Survey.

Report Snapshot: Job Descriptions by Job Title

Survey Code

|

Job Title

|

062 Associate Dean, Graduate Programs

Description — Under direction of the dean, provides administrative support to the Graduate Program. Responsibilities may...

III. Submitting the MPP Benchmark Salary Survey to HR Administration

Verify the Campus Benchmark Report

After you have verified the data and made the necessary corrections, print the final report for your reference. Please save a copy of the database file to a CD or diskette, and store in a safe place since this file contains confidential employee information.

Due Date

Monday, May 19, 2008

Questions

If you need assistance, please contact Rachel Caracoza at (562) 951-4456.

Submit the MPP Benchmark Salary Survey to Human Resources Administration

Once you have completed all the data entry and validation outlined in these instructions, please return the diskette via mail to:

Rachel Caracoza
Human Resources Administration, 4th Floor
CSU Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210

**Please return diskette to Human Resources
Administration by Monday, May 19, 2008.
Thank you!**