Date:    April 23, 2008

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

From:     Evelyn Nazario
          Senior Director, Compensation

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

<table>
<thead>
<tr>
<th>CIRS Report Code</th>
<th>Report Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>C01</td>
<td>MPP Employee Listing by MPP Job Code</td>
</tr>
<tr>
<td>C02</td>
<td>MPP Employee Listing by Administrative Grade Level</td>
</tr>
<tr>
<td>C03</td>
<td>MPP Employee Listing, Alpha Order</td>
</tr>
</tbody>
</table>

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
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.

066 **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.

067 **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/Asset**
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, cashiering, 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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I. Entering Campus Information - Page 3
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.
1. 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.

**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".

**Job Titles and Descriptions**

<table>
<thead>
<tr>
<th>Survey Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Vice President/Provost, Academic Affairs</td>
<td>The senior academic official responsible for providing executive guidance, direction...</td>
</tr>
</tbody>
</table>

**Incumbent Information**

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>PIMS POSITION NO</th>
<th>LAST 4 SSN</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>WORKING TITLE</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>Your Campus</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Beach</td>
<td></td>
</tr>
</tbody>
</table>

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<td>001</td>
<td>Vice President/ Provost, Academic Affairs</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Last 4 SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Working Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>111-023-4546-001</td>
<td>2355</td>
<td>Doe</td>
<td>Joanne</td>
<td>Provost and Vice President, Academic Affairs</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Job Title</th>
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<tr>
<th>Position Number</th>
<th>Last 4 SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Working Title</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Survey Code</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>062</td>
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</tr>
</tbody>
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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!