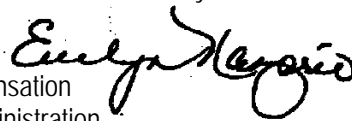


Date: June 24, 2008

Code: TECHNICAL LETTER
HR/Salary 2008-06
Supplement #1

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

From: Evelyn Nazario
Senior Director, Compensation
Human Resources Administration



Subject: 2008 MPP Benchmark Salary Survey Report

Overview

Audience: CSU Presidents, Human Resources Directors, and Associate Vice Presidents/
Deans of Faculty Affairs

Action Items: No action required (information only)

**Affected Employee
Groups/Units:** No affect to employees

Summary

This technical letter provides a summary of the 2008 MPP Benchmark Salary Survey submitted by campuses.

Human Resources Administration (HRA) is pleased to provide you with the 2008 Management Personnel Plan (MPP) Benchmark Salary Report which summarizes results of the MPP Benchmark Salary Survey submitted by all 23 campuses. The report provides summary data for a variety of benchmark positions and organizes these positions into six categories: Academic Affairs, Administration and Finance, Executive, Information Technology, Student Affairs, and University Advancement. The following information is provided in the attached report:

- Benchmark job title
- Admin Grade Level
- Total number of incumbents campuses matched to the benchmark job description
- Total number of campuses that reported a match to the benchmark job description
- Average, median, minimum and maximum salary

Data is reported at the position level for MPP employees on the campus payroll as of May 1, 2008. For salary-related data, base pay (full-time rate, not prorated by FTE) was used for comparability purposes. HRA obtained salary data from the Campus Information Retrieval System (CIRS). Foundation and other non-CSU employees are not included.

Distribution:

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

Vice Presidents, Information Systems
Vice Presidents, Student Affairs
Vice Presidents, University Advancement
Human Resources Professionals

Also attached for your reference is a benchmark job description list sorted by job title. Only benchmark job titles campuses matched to appear in the final report. For incumbents in multiple positions, campuses were requested to match to the position(s) where the incumbent fulfilled all the responsibilities of the job. In addition, a campus may have matched more than one incumbent to a benchmark position.

If you have questions regarding the survey, please contact Rachel Caracoza in HRA at (562) 951-4411. The MPP Benchmark Salary Survey Report also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/pdf2008/TL-SA2008-06SUP1MPPReport.pdf>.

EN/rc

Attachment

California State University 2008 MPP Benchmark Salary Survey Report

<i>Benchmark Title</i>	<i>Survey Code</i>	<i>Admin Grade Level(s)</i>	<i>Inc. Count</i>	<i>Campus Count</i>	<i>Annual Base Pay</i>			
					<i>Average</i>	<i>Median</i>	<i>Minimum</i>	<i>Maximum</i>
Academic Affairs								
Associate Dean, Graduate Programs	062	III, IV	4	4	129,654	129,234	125,292	134,856
Associate Dean, School of Agriculture	063	III	4	3	130,677	135,336	102,036	150,000
Associate Dean, School of Architecture	064	III	2	2	135,132	135,132	128,556	141,708
Associate Dean, School of Arts & Letters	065	III	6	5	119,030	115,056	107,112	139,776
Associate Dean, School of Arts & Sciences	067	III	3	3	117,568	114,000	113,472	125,232
Associate Dean, School of Arts, Letters & Humanities	066	II , III	11	10	118,104	118,284	108,252	134,544
Associate Dean, School of Business	068	III	22	18	127,436	130,548	93,408	143,472
Associate Dean, School of Continuing/Extended Education	070	II , III	12	12	98,492	98,514	72,264	131,568
Associate Dean, School of Education	071	III	18	16	118,714	120,732	85,788	140,004
Associate Dean, School of Engineering	072	III	11	9	135,091	136,644	108,060	150,612
Associate Dean, School of Fine Arts	073	III	5	5	116,321	115,008	109,200	122,004
Associate Dean, School of Health & Human Services	074	III	9	8	122,571	121,008	105,192	140,952
Associate Dean, School of Science	075	III	4	3	124,866	124,782	121,800	128,100
Associate Dean, School of Science & Mathematics	076	III	12	11	123,702	122,172	108,504	137,472
Associate Dean, School of Social Sciences	077	III	8	7	114,134	113,982	107,004	123,060
Associate Dean, Undergraduate Studies	078	III	4	4	124,239	126,102	113,292	131,460
Associate Vice President/Dean, Faculty Affairs	012	III, IV	21	21	145,698	144,564	114,468	183,180
Associate Vice President/Director, Academic Planning/Programs/Assessment	127	II , III, IV	14	14	139,290	138,000	92,268	185,448
Associate Vice President/Vice Provost, Academic Affairs	011	III, IV	18	15	153,241	152,580	127,524	189,000
Dean, Graduate Programs	013	III, IV	8	8	137,553	137,886	115,008	158,028

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Academic Affairs								
Dean, Graduate/Undergraduate Programs	014	IV	2	2	163,188	163,188	159,468	166,908
Dean, Research and Graduate Programs	139	IV	8	8	144,327	143,394	126,948	162,216
Dean, School of Agriculture	015	III, IV	4	4	153,255	151,326	130,008	180,360
Dean, School of Architecture	016	IV	2	2	165,546	165,546	156,972	174,120
Dean, School of Arts & Letters	018	IV	4	4	157,855	156,288	134,844	184,000
Dean, School of Arts & Sciences	019	IV	3	3	159,744	162,420	149,784	167,028
Dean, School of Arts, Letters & Humanities	017	IV	13	13	150,603	147,792	125,000	197,496
Dean, School of Business	020	III, IV	19	19	171,464	161,208	115,008	209,412
Dean, School of Continuing/Extended Education	022	II , III, IV	20	20	142,608	144,234	92,232	173,460
Dean, School of Education	023	III, IV	19	19	152,413	154,632	115,008	180,000
Dean, School of Engineering	024	IV	10	10	177,990	178,236	150,000	213,036
Dean, School of Fine Arts	025	III, IV	6	6	159,227	158,172	130,008	184,008
Dean, School of Health & Human Services	026	III, IV	11	11	155,854	157,476	123,996	184,000
Dean, School of Science	027	IV	4	4	170,218	170,322	156,228	184,000
Dean, School of Science & Mathematics	028	III, IV	15	15	159,240	158,868	143,004	196,212
Dean, School of Social Sciences	029	IV	11	11	152,457	149,460	133,908	177,048
Dean, Undergraduate Studies	030	III, IV	12	12	145,158	142,098	126,180	168,000
Director, Distance Learning	138	II , III	6	6	104,202	97,014	80,220	137,496
Director, Institutional Studies	048	II , III, IV	16	15	107,240	101,190	84,480	138,780
Director, Sponsored Programs/Grants	137	II , III	13	13	104,982	104,400	81,924	133,020
Director, University Library	060	II , III, IV	22	22	140,996	142,770	90,228	169,068
Vice President/Provost, Academic Affairs	001	IV	23	23	209,557	208,560	175,008	241,488

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Administration and Finance								
Associate Director, Accounting	134	I , II , III	7	4	96,439	97,656	81,372	111,132
Associate Director, Facilities Management	135	II , III	14	11	99,730	99,336	86,940	109,992
Associate Director, Facilities Planning	136	II , III	9	8	97,588	96,072	84,312	118,728
Associate Director, Human Resources	079	II , III	13	12	94,090	91,800	82,440	110,568
Associate Vice President, Business Administration	006	III, IV	14	11	155,878	155,316	138,000	180,516
Associate Vice President, Finance	007	III, IV	17	17	154,391	161,100	103,152	199,188
Benefits Officer	116	I , II	9	9	73,587	72,180	63,108	90,744
Chief of Police	119	II , III, IV	22	22	122,512	123,876	99,000	153,872
Chief, Custodial Services	118	I , II , III	16	14	75,653	71,592	53,832	110,604
Coordinator, Work Control	120	II	5	5	87,566	90,000	64,776	116,628
Director, Accounting	133	II , III	21	16	110,290	111,108	81,000	126,612
Director, Budget	036	II , III	22	20	101,771	103,038	68,508	137,316
Director, Environmental Health & Safety	042	II , III	20	20	97,816	96,318	78,096	133,224
Director, Facilities Management	043	II , III, IV	18	18	135,033	138,984	90,948	171,660
Director, Facilities Planning	044	II , III, IV	21	20	120,606	125,076	87,348	153,600
Director, Internal Audit	128	II , III	12	12	101,901	100,602	91,692	117,984
Director, Plant Operations	052	II , III	14	14	110,638	107,346	82,404	137,916
Human Resources Officer	046	II , III, IV	21	20	125,255	127,704	72,000	162,204
Lieutenant	123	II , III	28	19	92,452	90,882	83,424	113,556
Manager, Accounting	080	I , II , III	29	18	88,359	89,964	66,876	113,004
Manager, Administrative Services	081	I , II , III	67	13	83,437	83,256	60,000	118,332
Manager, Compensation & Classification	084	I , II , III	7	7	79,656	77,004	64,740	106,512
Manager, Construction	085	I , II , III	34	18	88,133	85,614	53,568	140,556

Inc. Count is total number of incumbents campuses matched to benchmark title.

Campus Count is number of campuses that reported a match to benchmark title.

Data effective May 1, 2008

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Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Administration and Finance								
Manager, Contract & Grants	086	II , III, IV	6	6	99,361	99,738	61,368	154,464
Manager, Employee Relations	141	II , III	11	9	91,918	86,400	72,000	112,356
Manager, Employment	142	I , II , III	6	6	78,282	76,956	52,800	106,512
Manager, Energy Management	089	I , II , III	12	12	95,693	91,404	65,004	132,276
Manager, Engineering Services	090	II , III	9	8	96,133	92,904	72,000	137,376
Manager, Human Resources (Generalist)	092	I , II , III	31	15	79,925	78,000	54,504	106,512
Manager, Media/Audio Visual Services	095	II , III	5	5	98,930	95,832	86,520	121,212
Manager, Parking & Transportation	097	I , II , III	13	11	92,430	90,732	69,600	113,556
Manager, Payroll	098	I , II , III	15	15	85,026	83,160	68,568	103,332
Manager, Purchasing	101	I , II , III	22	21	90,915	93,492	69,132	108,744
Manager, Risk	102	I , II , III, IV	14	14	90,363	83,100	62,004	159,000
Manager, Workers' Compensation	105	I , II	8	8	79,164	78,426	66,744	91,800
Supervisor, Accounting	106	I , II	18	10	76,804	75,360	58,008	93,096
Supervisor, Automotive & Equipment Maintenance	107	II	2	2	88,716	88,716	86,388	91,044
Supervisor, Building & Trades	108	I , II	23	18	80,385	82,896	66,096	97,656
Supervisor, Custodial Services	110	I , II	36	17	56,015	54,102	45,000	76,788
Supervisor, Grounds & Landscaping	111	I , II	17	16	74,369	73,284	51,792	99,696
Supervisor, Support Services	113	I	14	12	62,942	61,614	55,080	74,157
Supervisor, Technical Equipment	114	II	2	2	75,792	75,792	71,844	79,740
Vice President, Business Administration	002	IV	23	23	198,946	197,244	160,008	230,004
Executive								
Director, Affirmative Action/Equal Employment Opportunity	033	I , II , III	10	10	91,760	96,402	49,992	109,488
Executive Assistant to the President	121	I , II , III, IV	21	18	123,769	124,908	82,968	174,672

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Data effective May 1, 2008

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Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Executive								
Manager, Governmental/Community Relations	091	I , II , III, IV	13	13	92,318	93,828	45,000	144,852
Special Assistant to the Vice President/Provost	126	I , II , III	15	6	98,274	92,556	73,656	146,868
Information Technology								
Associate Vice President, Information Technology	008	III, IV	9	9	146,152	150,060	128,904	162,000
Director, CMS Project	130	II , III	19	18	119,785	123,408	74,052	150,228
Director, Information Technology	047	II , III	31	17	116,016	115,368	84,996	157,500
Director, IT Security	140	II , III	9	9	109,811	110,004	87,264	130,008
Director, Multi-Media Services	051	II , III	7	6	105,735	107,616	76,140	124,800
Manager, Applications Systems	083	II , III	11	9	108,123	104,736	88,404	130,140
Manager, Network Control	096	II , III	12	12	117,139	118,668	95,004	130,008
Manager, Telecommunications	103	II , III	11	11	101,510	101,196	76,932	123,144
Manager, User Services	104	II , III	12	11	92,911	90,000	73,860	122,256
Supervisor, Computer Operations	109	II , III	5	5	93,444	92,004	88,860	101,220
Vice President, Information Technology	003	III, IV	16	16	169,309	171,486	104,004	209,604
Student Affairs								
Associate Registrar	115	I , II	13	9	68,031	68,676	55,008	85,752
Associate Vice President, Student Affairs	009	III, IV	25	20	132,108	135,000	100,008	171,606
Director, Admissions	031	II , III	16	15	90,430	90,006	65,964	121,524
Director, Admissions & Records	032	II , III	7	7	100,164	101,340	80,004	132,408
Director, Athletics	035	II , III, IV	22	22	140,613	122,964	93,480	258,168
Director, Career Development	037	II , III	21	20	92,913	92,664	71,904	124,176
Director, Counseling & Psychological Services	038	II , III, IV	15	15	108,134	109,488	84,804	135,588
Director, Disabled Student Services	040	I , II , III	19	18	88,137	85,212	65,004	128,352

Inc. Count is total number of incumbents campuses matched to benchmark title.

Campus Count is number of campuses that reported a match to benchmark title.

Data effective May 1, 2008

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Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Student Affairs								
Director, Educational/Equity Opportunity Programs	129	I , II , III	17	16	87,338	90,000	58,128	113,892
Director, Enrollment Services	041	II , III, IV	20	18	136,688	133,230	96,588	210,912
Director, Financial Aid	045	II , III	21	21	96,818	97,824	72,696	125,628
Director, International Programs	049	I , II , III, IV	14	12	98,448	91,914	68,220	156,000
Director, Learning Resources	050	II , III	8	7	83,325	82,272	64,008	99,420
Director, Residence Halls	054	I , II , III	17	17	99,862	98,004	70,008	133,344
Director, Sports Information	055	I , II	5	5	77,748	80,328	61,200	100,008
Director, Student Academic Services	056	II , III	12	11	88,090	90,954	60,996	111,600
Director, Student Health Center (Medical)	057	III, IV	13	13	147,737	147,360	124,836	168,066
Director, Student Health Services (Non-Physician)	058	II , III, IV	13	13	114,809	112,008	71,940	165,960
Director, Student Life	059	I , II , III	20	18	89,840	85,443	53,940	141,960
Head Coach	122	II , III, IV	34	10	135,001	126,468	64,056	219,048
Manager, Educational Testing	088	II , III	3	3	88,952	89,172	83,328	94,356
Registrar	124	II , III	18	18	90,588	89,604	55,776	123,252
Student Discipline Officer	131	II , III	10	10	87,251	86,790	65,508	108,840
Student Grievance Officer	132	I , II , III	9	9	80,881	76,008	65,172	108,840
Supervisor, Nursing	112	II	4	4	86,433	88,116	72,132	97,368
Vice President, Student Affairs	004	IV	23	23	182,001	182,748	148,116	230,004
University Advancement								
Associate Vice President, University Advancement	010	III, IV	17	13	132,889	136,848	90,000	173,220
Director, Alumni Affairs	034	II , III	19	19	86,128	85,788	51,384	114,408
Director, Development	039	I , II , III	31	14	84,444	83,472	49,368	130,008
Director, Public Relations	053	II , III	20	19	96,690	94,980	67,704	120,120

Inc. Count is total number of incumbents campuses matched to benchmark title.

Campus Count is number of campuses that reported a match to benchmark title.

Data effective May 1, 2008

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Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
University Advancement								
Director, University Union	061	I , II , III	4	4	89,571	81,750	76,320	118,464
Manager, Annual Giving	082	I , II	16	15	70,581	66,090	40,920	93,900
Manager, Corporate & Foundation Relations	087	I , II , III	12	10	89,072	90,000	70,008	110,004
Manager, Major Gifts	094	I , II , III	14	10	86,677	86,514	56,664	119,844
Manager, Planned Giving	099	II , III	9	9	102,968	103,500	86,004	117,888
Manager, Publications	100	I , II , III, IV	13	11	81,395	71,760	54,648	142,404
School Development Officer	125	I , II , III	65	10	83,218	82,512	50,688	113,424
Vice President, University Advancement	005	IV	22	22	185,781	189,096	130,008	230,004

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.