

Date: April 7, 2010

Code: TECHNICAL LETTER
HR/Salary 2010-08

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

TIME SENSITIVE:
Due May 12, 2010

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: 2010 MPP (Management Personnel Plan) 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 12, 2010

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 2010 MPP Benchmark Salary Survey.

Preparation for the 2010 MPP Benchmark Salary Survey is underway and your campus MPP data is now requested. The MPP Benchmark Salary Survey reports on common MPP positions throughout the CSU and their pay. Data is gathered from all 23 CSU campuses. The 2010 MPP Benchmark Salary Survey package will be mailed to each Human Resources Director.

The survey package will include a disk with the data collection tool and detailed instructions. Please have the appropriate staff on your campus complete the survey and return it to Human Resources Management by May 12, 2010. For reference, benchmark job descriptions are provided as an attachment. Please also note the following:

➤ **Data Collection Tool:**

The data collection tool for the 2010 MPP Benchmark Salary survey provides a user-friendly application for CSU HR professionals. Campuses will be provided a disk with their previous benchmark submission and will only be required to update matches and add information for new and/or changed incumbents into the database. Campuses are to report position information for active MPP employees on CSU payroll as of April 1, 2010. Foundation and other non-CSU employees are not included.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
All Vice Presidents
HR Professionals

➤ **Additional Resources:**

The following CIRS Compendium Reports continue to be available to campuses 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 disk with the updated matches and incumbent information should be returned by May 12th as follows:

Rachel Caracoza
Human Resources Management, 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 Dawn McKinley, Sr. Manager, Compensation & HR Information Projects, or Rachel Caracoza, Sr. HR Analyst, in Human Resources Management at (562) 951-4411.

This document is also available on the Human Resources Management Web site at:

<http://www.calstate.edu/HRAdm/memos.shtml>

EN/rc

Attachment

MPP Benchmark Salary Survey

Job Descriptions by Job Title

063 Associate Dean, College of Agriculture

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

064 Associate Dean, College of Architecture

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

065 Associate Dean, College of Arts & Letters

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

067 Associate Dean, College of Arts & Sciences

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

066 Associate Dean, College of Arts, Letters & Humanities

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

068 Associate Dean, College of Business

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

069 Associate Dean, College of Communications

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

070 Associate Dean, College of Continuing/Extended Education

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

071 Associate Dean, College of Education

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

072 Associate Dean, College of Engineering

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

073 Associate Dean, College of Fine Arts

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

074 Associate Dean, College 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, College of Science

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

076 Associate Dean, College of Science & Mathematics

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

077 Associate Dean, College of Social Sciences

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

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.

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.

143 Associate Director, Financial Aid - NEW

Assists in directing the campus student financial aid program.

144 Associate Director, Housing - NEW

Assists in directing residence hall operations for the campus. May be responsible for one or more residence halls.

079 Associate Director, Human Resources

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

145 Associate Director, Intercollegiate Athletics - NEW

Assists in directing the activities of intercollegiate athletic programs. Ensures compliance with NCAA and Conference regulations. May assist director with functions that include publicity, media relations, ticket sales, fund raising, events management, budget, equipment and facilities maintenance.

115 Associate Registrar

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

007 Associate Vice President, Budget & Accounting

Assists the vice president in administering campus budget and accounting functions. Develops policy, plans, and provides leadership for the following: budget, financial services, accounting, payroll, and audit services.

006 Associate Vice President, Business Administration

Assists the vice president in administering campus administrative operations. Develops policy, plans, and provides leadership for the following: human resources, procurement, university services, plant operations, facilities planning, public safety, risk management, environmental health and safety and food services.

041 Associate Vice President, Enrollment Services

Assists the vice president in administering campus enrollment operations. Develops policy, plans and provides leadership for the following: admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation and graduation.

008 Associate Vice President, Information Technology

Assists the vice president in administering campus business operations. Develops policy, plans, and provides leadership for major computing activities of the campus.

009 Associate Vice President, Student Affairs

Assists the vice president in administering campus student affairs programs. Develops policy, plans, and provides leadership for dean of students and student services.

010 Associate Vice President, University Advancement

Assists the vice president in administering campus university advancement programs. Develops policy, plans, and provides leadership for public, community and government relations.

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/Assessment

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

Assists the vice president in administering campus business operations. Develops policy, plans, and provides leadership for academic resource management, academic planning and class scheduling.

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.

146 Dean of Students - NEW

The principal administrator for student affairs program. May include functions such as housing, discipline, career center and other student activities.

- 015 Dean, College of Agriculture**
The principal administrator for the College of Agriculture.
- 016 Dean, College of Architecture**
The principal administrator for the College of Architecture.
- 018 Dean, College of Arts & Letters**
The principal administrator for the College of Arts and Letters.
- 019 Dean, College of Arts & Sciences**
The principal administrator for the College of Arts and Sciences.
- 017 Dean, College of Arts, Letters & Humanities**
The principal administrator for the College of Arts, Letters, and Humanities.
- 020 Dean, College of Business**
The principal administrator for the College of Business.
- 021 Dean, College of Communications**
The principal administrator for the College of Communications.
- 022 Dean, College of Continuing/Extended Education**
The principal administrator for the College of Continuing/Extended Education.
- 023 Dean, College of Education**
The principal administrator for the College of Education.
- 024 Dean, College of Engineering**
The principal administrator for the College of Engineering.
- 025 Dean, College of Fine Arts**
The principal administrator for the College of Fine Arts.
- 026 Dean, College of Health & Human Services**
The principal administrator for the Health and Human Services program.
- 027 Dean, College of Science**
The principal administrator for the College of Science.
- 028 Dean, College of Science & Mathematics**
The principal administrator for the College of Science and Mathematics.
- 029 Dean, College of Social Sciences**
The principal administrator for the College of Social Sciences.
- 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 & Graduate Programs**
The principal administrator for the Research and Graduate Programs.
- 030 Dean, Undergraduate Studies**
The principal administrator for the Undergraduate Studies program.
- 060 Dean, University Library**
Directs the operation of the university library and programs.
- 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.
- 036 Director, Budget & Financial Services**
Directs campus-wide budget operations and financial services.
- 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.
- 147 Director, Contracts & Procurement - NEW**
Directs the campus contracts and procurement function.
- 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 including 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.

042 Director, Environmental Health & Safety

Directs the campus environmental health and occupational safety programs, including hazardous materials, industrial hygiene and environmental programs.

043 Director, Facilities Management

Directs the facilities management function. Responsibilities 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.

054 Director, Housing

Directs residence hall operations for the campus.

047 Director, Information Technology

Directs a significant area of campus administrative and/or academic computing such as network administration, technical services and central systems administration.

048 Director, Institutional Research

Directs the campus institutional research and analytical studies.

035 Director, Intercollegiate 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.

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, which may include marketing and communications.

148 Director, Risk Management - NEW

Directs the campus risk management function.

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, advertisement sales, ticket sales and fundraising.

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.

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 campus human resources function 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 including accounts payable, accounts receivables, tax accounting and payroll.
- 081 Manager, Administrative Services**
Manages one or more administrative functions of a department or school, including 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.
- 149 Manager, Budget & Financial Services - NEW**
Manages the daily operation of one or more campus budget functions.
- 150 Manager, Building & Trades - NEW**
Manages 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.
- 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.
- 101 Manager, Contracts & Procurement**
Manages the campus contracts and procurement function and may include warehouse and shipping & receiving.
- 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.

151 Manager, Environmental Health & Safety - NEW

Manages campus environmental health and occupational safety programs, including hazardous materials and industrial hygiene and environmental programs.

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 functions.

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.

152 Manager, Performing Arts Center/Theatre - NEW

Manages performing arts center/theatre functions, including professional and administrative responsibilities.

099 Manager, Planned Giving

Manages the planned giving program for the campus.

100 Manager, Publications

Manages the design and production of campus publications.

102 Manager, Risk Management

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 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.