

Date: August 6, 2010

Code: TECHNICAL LETTER  
HR/Salary 2010-08  
Supplement #1

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

From: Evelyn Nazario   
Assistant Vice Chancellor  
Human Resources Management

Subject: 2010 MPP Benchmark Salary Survey Report

Overview

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

**Action Item:** Information only

**Affected Employee  
Groups/Units:** N/A

Summary

This technical letter provides a summary of the 2010 MPP Benchmark Salary Survey submitted by campuses. The survey reports on common MPP positions throughout the CSU.

Human Resources Management (HRM) is pleased to provide you with the 2010 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
- MPP Admin Grade Level(s)
- 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

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.

Data is reported at the position level for MPP employees on the campus payroll as of May 1, 2010. For salary-related data, base pay (full-time rate, not prorated by FTE) was used for comparability purposes. HRM obtained salary data from the Campus Information Retrieval System (CIRS). Foundation and other non-CSU employees are not included.

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**Distribution:**

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

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 this technical letter, 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/2010pages/2010samemo.shtml>.

EN/rc

Attachments

# California State University

## 2010 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>
<b>Academic Affairs</b>								
Associate Dean, College of Agriculture	063	III	5	4	130,159	133,692	102,036	156,000
Associate Dean, College of Architecture	064	III	2	2	130,854	130,854	120,000	141,708
Associate Dean, College of Arts & Letters	065	III	5	4	114,744	112,008	84,756	139,776
Associate Dean, College of Arts & Sciences	067	III	4	3	122,580	121,668	106,980	140,004
Associate Dean, College of Arts, Letters & Humanities	066	II, III	10	9	120,947	121,980	108,252	134,544
Associate Dean, College of Business	068	III	20	16	128,398	131,820	102,000	147,696
Associate Dean, College of Continuing/Extended Education	070	II, III, IV	12	12	103,811	107,502	72,264	131,568
Associate Dean, College of Education	071	II, III	17	15	122,344	120,000	92,220	140,004
Associate Dean, College of Engineering	072	II, III	10	9	133,888	137,382	112,860	150,612
Associate Dean, College of Fine Arts	073	III	4	4	123,702	117,504	115,008	144,792
Associate Dean, College of Health & Human Services	074	II, III	12	10	120,551	121,000	102,024	140,952
Associate Dean, College of Science	075	III	4	3	123,069	123,084	118,008	128,100
Associate Dean, College of Science & Mathematics	076	III	11	10	121,883	119,820	110,004	137,076
Associate Dean, College of Social Sciences	077	III	6	6	115,898	114,702	109,344	124,008
Associate Dean, Graduate Programs	062	III	4	4	118,014	118,524	105,000	130,008
Associate Dean, Undergraduate Studies	078	III	4	4	124,161	125,946	113,292	131,460
Associate Vice President/Dean, Faculty Affairs	012	III, IV	19	19	140,130	142,320	105,000	169,092
Associate Vice President/Director, Academic Planning/Programs/Assessment	127	II, III, IV	12	12	144,296	147,366	92,268	185,448
Associate Vice President/Vice Provost, Academic Affairs	011	III, IV	15	14	156,877	155,160	132,000	189,000
Dean, College of Agriculture	015	IV	4	4	162,003	162,234	143,184	180,360

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Human Resources Management

Data effective May 1, 2010

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					<b>Average</b>	<b>Median</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Academic Affairs</b>								
Dean, College of Architecture	016	IV	2	2	169,560	169,560	165,000	174,120
Dean, College of Arts & Letters	018	IV	5	5	157,885	158,004	134,844	184,000
Dean, College of Arts & Sciences	019	IV	3	3	178,344	183,000	167,028	185,004
Dean, College of Arts, Letters & Humanities	017	IV	14	14	150,233	149,544	130,416	177,684
Dean, College of Business	020	III, IV	19	19	180,795	188,688	132,000	209,412
Dean, College of Continuing/Extended Education	022	III, IV	21	21	143,599	143,460	117,000	170,004
Dean, College of Education	023	IV	18	18	154,264	152,850	134,004	180,000
Dean, College of Engineering	024	IV	10	10	177,596	178,236	150,000	213,036
Dean, College of Fine Arts	025	III, IV	5	5	169,405	181,000	130,008	195,000
Dean, College of Health & Human Services	026	IV	10	10	157,676	159,774	136,000	184,000
Dean, College of Science	027	IV	4	4	170,218	170,322	156,228	184,000
Dean, College of Science & Mathematics	028	III, IV	15	15	158,111	155,640	136,000	196,212
Dean, College of Social Sciences	029	IV	10	10	149,839	145,194	133,908	177,048
Dean, Graduate Programs	013	III, IV	8	8	142,283	139,686	134,004	158,028
Dean, Graduate/Undergraduate Programs	014	IV	2	2	149,736	149,736	140,004	159,468
Dean, Research & Graduate Programs	139	IV	7	7	143,518	148,008	120,000	162,216
Dean, Undergraduate Studies	030	III, IV	10	10	147,856	145,314	133,248	168,000
Dean, University Library	060	II, III, IV	23	23	140,798	142,536	90,228	169,068
Director, Distance Learning	138	II, III	6	6	99,466	99,294	80,220	126,588
Director, Institutional Research	048	II, III, IV	15	15	107,789	101,652	84,480	134,004
Director, Sponsored Programs & Grants	137	II, III, IV	15	15	109,530	102,624	68,004	180,000
Manager, Performing Arts Center/Theatre	152	II, III	6	5	91,742	95,910	53,004	114,900
Vice President/Provost, Academic Affairs	001	IV	23	23	215,374	210,000	175,008	258,168

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Human Resources Management

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					<b>Average</b>	<b>Median</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Administration and Finance</b>								
Associate Director, Accounting	134	I, II, III	8	6	93,858	90,000	83,076	111,132
Associate Director, Facilities Management	135	II, III	13	12	97,846	98,400	84,000	109,992
Associate Director, Facilities Planning	136	I, II	9	8	92,880	96,072	75,000	110,316
Associate Director, Human Resources	079	II, III	9	8	96,716	99,804	85,800	110,568
Associate Vice President, Budget & Accounting	007	III, IV	23	21	144,803	144,000	103,152	184,008
Associate Vice President, Business Administration	006	III, IV	9	6	168,257	169,740	153,468	180,516
Benefits Officer	116	I, II	10	10	71,747	72,090	62,250	82,272
Chief of Police	119	III, IV	22	22	124,122	122,064	99,000	150,000
Chief, Custodial Services	118	I, II, III	17	14	73,737	68,664	53,832	110,604
Coordinator, Work Control	120	II	4	4	94,956	93,384	76,428	116,628
Director, Accounting	133	II, III	21	16	115,154	115,032	90,000	130,008
Director, Budget & Financial Services	036	II, III	19	17	104,151	105,000	73,044	142,008
Director, Contracts & Procurement	147	II, III	12	12	101,921	100,734	86,004	122,424
Director, Environmental Health & Safety	042	I, II, III	17	16	93,400	91,572	71,124	112,188
Director, Facilities Management	043	II, III, IV	20	19	136,047	139,572	90,948	170,004
Director, Facilities Planning	044	II, III, IV	18	18	116,435	118,242	73,008	153,600
Director, Internal Audit	128	II, III	10	10	104,528	103,830	91,692	120,000
Director, Plant Operations	052	II, III	11	11	113,497	117,216	92,004	130,476
Director, Risk Management	148	II, III, IV	4	4	114,552	109,386	92,700	146,736
Human Resources Officer	046	II, III, IV	21	19	131,923	129,600	102,000	175,008
Lieutenant	123	II, III	26	19	95,867	91,710	83,424	134,544
Manager, Accounting	080	I, II	31	18	83,144	85,260	59,280	110,496
Manager, Administrative Services	081	I, II, III	72	15	81,286	80,994	58,308	118,200
Manager, Budget & Financial Services	149	I, II	9	6	76,347	78,000	48,060	91,128

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					<b>Average</b>	<b>Median</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Administration and Finance</b>								
Manager, Building & Trades	150	I, II	21	14	82,253	82,344	66,096	103,836
Manager, Compensation & Classification	084	I, II	7	7	73,697	75,000	64,740	79,968
Manager, Construction	085	I, II, III	32	17	88,493	87,126	53,568	117,108
Manager, Contracts & Procurement	101	I, II	12	11	87,139	85,008	74,940	103,608
Manager, Employee Relations	141	II, III	9	8	90,451	91,440	65,868	117,360
Manager, Employment	142	I, II	6	6	73,384	74,286	52,800	97,128
Manager, Energy Management	089	I, II, III	9	9	97,344	96,228	65,004	132,276
Manager, Engineering Services	090	II, III	9	9	97,833	93,192	72,000	137,376
Manager, Environmental Health & Safety	151	I, II	4	3	79,569	81,966	71,124	83,220
Manager, Human Resources (Generalist)	092	I, II, III	34	16	78,175	80,022	54,504	104,940
Manager, Media/Audio Visual Services	095	II, III	4	4	90,183	82,260	75,000	121,212
Manager, Parking & Transportation	097	I, II, III	17	15	86,594	90,000	65,004	113,556
Manager, Payroll	098	I, II	14	14	85,873	83,580	72,000	105,360
Manager, Risk Management	102	I, II	13	13	84,233	82,200	64,488	99,372
Manager, Workers' Compensation	105	I, II	6	6	77,212	76,206	66,744	88,272
Supervisor, Accounting	106	I, II	12	9	77,240	74,988	58,008	93,096
Supervisor, Building & Trades	108	I, II	5	4	85,488	84,000	72,000	109,824
Supervisor, Custodial Services	110	I, II	31	15	55,665	55,044	42,000	80,640
Supervisor, Grounds & Landscaping	111	I, II	15	14	74,843	77,172	51,792	99,696
Supervisor, Support Services	113	I, II	11	10	62,340	60,216	47,508	77,580
Vice President, Business Administration	002	IV	23	23	199,414	197,244	160,008	230,004
<b>Executive</b>								
Director, Affirmative Action/Equal Employment Opportunity	033	II, III	10	10	103,439	100,824	82,200	137,004

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					<b>Average</b>	<b>Median</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Executive</b>								
Executive Assistant to the President	121	I, II, III, IV	22	19	120,211	121,686	72,504	175,008
Manager, Governmental/Community Relations	091	I, II, III, IV	11	11	95,589	94,008	47,256	144,852
Special Assistant to the Vice President/Provost	126	I, II, III	12	5	98,209	91,542	69,156	171,864
<b>Information Technology</b>								
Associate Vice President, Information Technology	008	III, IV	12	10	148,065	146,976	128,904	175,008
Director, CMS Project	130	II, III, IV	17	16	125,850	127,008	90,864	151,980
Director, Information Technology	047	II, III	29	18	117,257	114,228	93,000	157,500
Director, IT Security	140	II, III	11	11	112,379	110,640	87,264	140,004
Director, Multi-Media Services	051	II, III	8	7	100,850	98,730	76,140	134,388
Manager, Applications Systems	083	II, III	12	9	105,019	96,498	87,504	130,140
Manager, Network Control	096	II, III	11	11	111,103	112,200	90,000	129,168
Manager, Telecommunications	103	II, III	10	10	97,866	97,530	76,932	123,144
Manager, User Services	104	II, III	13	9	90,422	84,996	77,460	122,256
Supervisor, Computer Operations	109	II	5	4	91,142	89,136	73,872	110,004
Vice President, Information Technology	003	III, IV	15	15	173,753	175,080	104,004	210,000
<b>Student Affairs</b>								
Associate Director, Financial Aid	143	II	10	10	73,979	76,596	60,000	85,008
Associate Director, Housing	144	I, II	21	13	76,743	75,216	58,176	101,544
Associate Director, Intercollegiate Athletics	145	I, II, III	14	12	79,909	73,764	52,632	123,732
Associate Registrar	115	I, II	14	11	69,527	69,438	55,008	85,752
Associate Vice President, Enrollment Services	041	II, III, IV	20	18	137,621	135,234	82,020	226,728
Associate Vice President, Student Affairs	009	III, IV	22	16	132,808	135,000	107,004	157,560
Dean of Students	146	II, III, IV	8	8	106,854	105,960	90,600	120,276

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<b>Student Affairs</b>								
Director, Admissions	031	II, III	13	13	90,294	90,000	64,992	121,524
Director, Admissions & Records	032	II, III	6	6	106,576	110,394	65,112	132,408
Director, Career Development	037	II, III	18	17	88,947	89,676	62,004	115,896
Director, Counseling & Psychological Services	038	II, III	13	13	108,167	109,488	84,804	127,452
Director, Disabled Student Services	040	I, II, III	21	20	83,448	84,504	29,292	128,352
Director, Educational/Equity Opportunity Programs	129	I, II, III	19	18	86,951	85,008	58,128	113,892
Director, Financial Aid	045	II, III	23	23	96,842	97,080	72,696	125,628
Director, Housing	054	I, II, III	17	17	99,483	100,044	50,604	145,008
Director, Intercollegiate Athletics	035	II, III, IV	23	23	143,227	130,008	93,480	258,168
Director, International Programs	049	I, II, III, IV	16	14	100,819	93,396	70,008	156,000
Director, Learning Resources	050	I, II, III	9	9	83,677	78,996	61,572	102,060
Director, Sports Information	055	I, II	6	6	71,750	64,482	60,000	100,008
Director, Student Academic Services	056	II, III	13	12	94,389	99,984	62,220	115,008
Director, Student Health Center (Medical)	057	III, IV	11	11	152,295	151,320	124,836	173,916
Director, Student Health Services (Non-Physician)	058	II, III, IV	12	12	113,998	112,476	71,940	165,960
Director, Student Life	059	I, II, III	19	18	83,154	82,008	53,940	124,728
Head Coach	122	I, II, III, IV	41	10	134,977	125,508	62,004	258,168
Manager, Educational Testing	088	II, III	3	3	88,952	89,172	83,328	94,356
Registrar	124	II, III	17	17	93,465	90,852	55,776	135,000
Student Discipline Officer	131	I, II, III	10	10	83,672	85,200	65,004	108,840
Student Grievance Officer	132	I, II	10	10	72,077	71,484	50,004	85,008
Supervisor, Nursing	112	I, II	3	3	80,628	72,132	72,000	97,752
Vice President, Student Affairs	004	IV	19	19	182,547	182,748	150,012	230,004

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					<b>Average</b>	<b>Median</b>	<b>Minimum</b>	<b>Maximum</b>
<b>University Advancement</b>								
Associate Vice President, University Advancement	010	III, IV	19	14	138,389	140,112	110,004	173,220
Director, Alumni Affairs	034	I, II, III	20	20	87,897	88,944	45,000	114,408
Director, Development	039	I, II, III	37	15	81,963	79,668	55,368	130,008
Director, Public Relations	053	II, III	19	17	99,869	103,500	79,872	120,120
Director, University Union	061	I, II, III	4	4	87,444	83,856	63,600	118,464
Manager, Annual Giving	082	I, II	13	12	71,066	71,616	42,924	100,008
Manager, Corporate & Foundation Relations	087	II, III	12	10	90,547	90,366	50,004	114,996
Manager, Major Gifts	094	I, II	10	7	79,562	85,632	53,772	102,180
Manager, Planned Giving	099	II, III	13	12	100,373	98,592	78,000	120,756
Manager, Publications	100	I, II, III, IV	13	11	77,578	70,140	54,648	142,404
School Development Officer	125	I, II, III	64	9	85,013	84,384	55,008	125,004
Vice President, University Advancement	005	III, IV	22	22	186,593	189,096	140,004	230,004

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# MPP Benchmark Salary Survey

## Job Descriptions by Job Title

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### 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**

Assists in directing the campus student financial aid program.

**144 Associate Director, Housing**

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**

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**

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**  
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**

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, cashiers, 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**  
Manages the daily operation of one or more campus budget functions.
- 150 Manager, Building & Trades**  
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**

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**

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.