Preparation for the 2011 MPP Benchmark Salary Survey is underway. The MPP Benchmark Salary Survey reports on common MPP positions throughout the CSU and their pay. Information is gathered from all 23 CSU campuses. For reference, attached is a list of job titles that will be surveyed. Updated survey information is due by July 21, 2011.

Instructions regarding this year’s data collection process will be provided in a separate e-mail communication. Campuses will be required to update last year’s survey submission with current matches and add information for new and/or changed incumbents. Campuses are to report position information for active MPP employees on CSU payroll as of May 1, 2011.

If you, or your staff, have questions regarding this year’s survey, please contact Dawn McKinley, Sr. Manager, Compensation & HR Information Projects, or Rachel Caracoza, Sr. HR Analyst, 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
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/Projects
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, 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.

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.