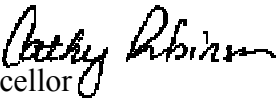


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4411

Date: April 21, 2004 **Code:** TECHNICAL LETTER
HR/Salary 2004-07

To: Human Resources Directors **Supersedes:** HR/Salary 1997-02
Associate Vice Presidents/Deans of Faculty
Payroll Managers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: Update: MPP Job Reporting System Administrative Guide

This technical letter provides updates to the following two sections of the Management Personnel Plan (MPP) Job Reporting System Administrative Guide:

- Section 10: Campus Information Retrieval System (Attachment A)
- Section 11: Employment History Information (Attachment B)

Both sections were updated to provide current contact information as well as campus instructions. Please update campus Administrative Guides accordingly.

As a reminder, requests to add new MPP Job Codes to the systemwide table should be sent via email to Human Resources Administration at hradmin@calstate.edu. (MPP Job Code Table updates are provided to CMS Central within 24 hours.)

Questions regarding this technical letter should be directed to Ms. Gina Caywood or Ms. Arlene Coronel at (562)951-4411 or via email at gcaywood@calstate.edu and acoronel@calstate.edu, respectively.

Questions regarding the CIRS Online MPP Job Code system should be directed to the CIRS Hotline at (916)323-5694.

CR/gc

Distribution:

Chancellor Reed
Vice Chancellor, Human Resources
CSU Presidents

MPP Job Reporting System

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS)

The MPP Job Reporting System utilizes the Campus Information Retrieval System (CIRS) for the online maintenance of the systemwide and campus tables as well as the reporting capabilities.

JOB CODE TABLES

The MPP Job Code tables consist of a systemwide MPP Job Code table that contains both systemwide and campus entries, as well as individual campus tables used for online updates. This structure gives each campus flexibility in assigning and tracking campus specific MPP job titles and creating organizational structure, appropriate for your campus.

1. *Table Maintenance Roles and Responsibilities*

The Chancellor's Office is responsible for updating the systemwide table and providing these updates to CMS Central. Campus-designated CIRS users have the ability to update the campus tables. The campus CIRS Security Coordinator has a list of those employees who maintain the campus table. Further information is provided in the instructions in the *CIRS User Manual* (refer to Online Applications, MPP Job Codes section).

2. *Data Elements*

The following is a description of key fields on the MPP Job Code Table. This information can also be found in the CIRS Data Element Dictionary (DED).

- ***Job Code***
A four-character code, comprised of one alpha followed by three digits, that identifies an individual job based on the MPP job family, function, and category.
- ***Job Family Title***
This title is assigned by the systemwide office and may not be changed at the campus level. The job family includes job functions that share similarities in the nature of work. The first digit of the job code represents the job family.

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- ***Job Function Title***

This title is assigned by the systemwide office and may not be changed at the campus level. The function describes work activities commonly associated with a particular occupational group or discipline. The second and third digits of the MPP Job Code identify the MPP Job Function.

- ***Job Category Title***

This title is assigned by the systemwide office and may not be changed at the campus level. Categories indicate whether the scope of a MPP position primarily is supervisor, professional or administrative.

- ***Affirmative Action Code***

This code is assigned by the systemwide office and may not be changed at the campus level. The affirmative action code created on the MPP Job Code Table is used in IPEDS reporting of MPP employees. (Note: For non-MPP employees, the affirmative action code is based on the class/range code.)

- ***Job Code Title***

This is a generic title assigned by the systemwide office. The campus may override this title with one that more accurately describes the duties of the job at the campus.

- ***Abbreviated Job Code Title***

The abbreviated job code title is assigned by the systemwide office. It may be overridden at the campus level. This field is especially useful when printing reports with limited space.

- ***Campus Organization Code/Title***

These are optional fields that may be used by the campus to signify a reporting relationship.

3. Table Maintenance

In response to campus concerns regarding the time and cost of preparing CIRS reports, “inactive” (not in current use) MPP job codes are not included in the systemwide and campus tables. These job codes remain available for campus use at any time, but first must be reactivated. Reactivation instructions are provided below under Procedure for Reactivating Job Codes.

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Each campus may delete, and subsequently add back, job codes to the campus table as long as the code that is being added is currently on the systemwide table; an online error message will occur if it is not on the systemwide table. Each night an update process is run on CIRS so the changes are available the following day for ad hoc reporting.

4. Procedure for Reactivating Job Codes:

- A. A campus may “reactivate” a job code that is “inactive” on the systemwide job code table by sending an email request to Human Resources Administration (HRA) in the Chancellor’s Office at hradmin@calstate.edu.
- B. HRA Staff reactivates the MPP Job Code on the systemwide table.
- C. The day following the systemwide code reactivation, campus staff may add the job code to the campus table using the MPP Job Code Online application in CIRS. Refer to the CIRS User Manual for instructions on adding a job code. Position titles can be changed on the campus table at this time.
- D. The day following step 3, the campus customized MPP Job Code will be in the systemwide table and an ad hoc report with the new MPP Job Code can be generated.

REPORTS

Campuses can report on MPP Job Code data using pre-generated Compendium reports or by generating custom ad hoc reports.

1. Compendium Reports

Many reports are available from the CIRS Compendium that include MPP Job Code as a data element. Others sort by MPP Job Code and include only MPP employees.

2. Ad Hoc Reporting

Custom ad hoc reports also may be produced using the Focus reporting language. Refer to the CIRS User Manual for detailed instructions on report writing. Refer to the CIRS DED for information on the data elements available for ad hoc reporting.

PROCEDURE FOR CORRECTING INVALID MPP JOB CODES

Print CIRS Compendium Report #PDC4093-2, Invalid MPP Job Code Entries

A list of invalid job codes on employment history records is available on the compendium feature of CIRS under Report Code B81. This report is generated monthly. Use the most recent monthly reporting cycle.

What Does The Report Show?

The “Invalid MPP Job Code Entries” report compares the employee’s employment history record with the campus MPP Job Code Table. If the MPP Job Code assigned to the employee does not match a job code on the campus MPP Job Code Table, the information pertaining to that employee is displayed on this report.

Correcting Errors

Following are suggested methods for correcting the most common MPP Job Code errors on employment history and/or the campus MPP Job Code Table.

- **Keying errors on employment history (PIMS).** An example of a key error would be typing the letter “O” instead of the number “zero” when entering the MPP Job Code on the employee’s PPT transaction. In this case the error report may list an employee’s job code as MQ12 instead of M012. For these types of errors, correct the originating transaction (e.g., CRO, A63) and enter the correct MPP Job Code in Item 876. All subsequent transactions also must be corrected.
- **If the employee was appointed after CSU converted to the MPP Job Code System and was never assigned an MPP Job Code, or a subsequent reclassification did not have an MPP Job Code assigned,** correct the originating appointment transaction entering the correct MPP Job Code in Item 876. All subsequent transactions also must be corrected.
- **If the employee was hired into the MPP before January 1, 1995, but was never assigned an MPP Job Code,** a CRO transaction must be processed effective back to the implementation date of the MPP Job Code System. The implementation date was January 1, 1995 or the beginning of the academic pay period for the month of January 1995, or the effective date of the return from an unpaid leave. All subsequent transactions must also be corrected. In this case, Item 215 on the CRO must state CONV 876.

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- **The MPP Job Code is correct according to the MPP Job Reporting System Administrative Guide but is still listed on the report.** In this case, the employment history for this employee is correct; however, the designated code is not on the campus table. To correct this problem, the campus CIRS User(s) who maintains the CIRS MPP Job Code table will need to add the code(s). Instructions are provided in the CIRS User Manual under Online Applications, MPP Job Codes.
- **Job Code Does Not Exist On System Wide File.** If an attempt to add an MPP Job Code to the campus table results in an online message that reads, “Job Code Does Not Exist On System Wide File”, this means that the code has not been established on the systemwide MPP Job Code Table. To add the MPP Job Code to the systemwide table, send an email to Human Resources Administration at hradmin@calstate.edu (refer to *Procedure for Reactivating Job Codes* in the Job Code Table section for more information.)

Questions may be directed as follows:

- **Security, Procedures and Documentation for CIRS** should be directed to the CIRS Hotline (916/323-5694).
- **Assigning MPP Job Codes or Program Policy** should be directed to Human Resources Administration (562/951-4411).

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EMPLOYMENT HISTORY INFORMATION

APPOINTMENTS

Two types of codes are used to identify employees hired into Management Personnel Plan (MPP) positions: Class Code and MPP Job Code.

- Class Code: Identifies the MPP Administrative Grade Level (AGL) which is keyed when MPP-related transactions are processed through the Personnel Information Management System (PIMS). (Please refer to the CSU PIMS manual for processing instructions.) The Class Code is incorporated into the CSU Pay Scales as identified in the salary schedule, and is also required on Personnel/Payroll Transaction (PPT) documentation.
- MPP Job Code: Identifies the MPP position in terms of job family, function and category. This code is maintained through the Campus Information Retrieval System (CIRS). Campuses are responsible for categorizing MPP personnel by use of this system. This job code is also required on the PPT.

SALARY CHANGES

A president may elect to provide an MPP employee with a salary increase at any time, if there has been a significant change in the duties and responsibilities of the employee's position. The change in duties and responsibilities is evidenced by a change in MPP Job Code and/or AGL. (NOTE: Pursuant to CSU policy, no change to MPP Job Code or AGL is required when granting an MPP Equity Increase.)

A separate transaction must be processed if an MPP employee's class code, AGL or salary is changed. Such changes cannot be made to on-leave positions until the employee returns to active status. For more information on MPP salary programs, refer to the MPP Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/MPP/index.shtml>.

SPECIAL LICENSE, CERTIFICATE & REGISTRATION REQUIREMENTS

Campuses are responsible for monitoring MPP positions that require any special license, certificates, and/or registration requirements and for ensuring incumbents possess the appropriate related qualifications. The State Controller's Office does not monitor campus compliance with special license, certificate or registration requirements for MPP positions. Campuses have the option of tracking License Type and Expiration Date in PIMS via Item 560. Please refer to the PIMS manual for more information. Campuses may use another system such as the CMS Baseline system to track this information.

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The following is a list of MPP positions which typically requires special licenses, certificates or registration requirements.

Position	Typical Requirement (Granting Authority)	Renew Every	PIMS License Type
Architect	California Architect License (Consumer Affairs/California Architect Board)	2 yrs	2
Attorney	License to practice law in California (Current membership in The State Bar of California)	Annual	4
Auditor	Certified Public Accountant License (Consumer Affairs/California Board of Accountancy) -or- Certified Internal Auditor (The Institute of Internal Auditors/CIA Exam)	2 yrs	2
Clinical Lab Technologist Supervisor	Clinical Laboratory Scientist License - (California Department of Health Services)	Annual	4
Diving Safety Officer	Diving Instructor License issued by nationally recognized agency (e.g., Professional Association of Diving Instructors or National Association of Underwater Instructors or Scuba Schools International)	Annual	4
Emergency Vehicle Supervisor	Appropriate Valid California Driver's License and other requirements outlined in the California Vehicle Code (Department of Motor Vehicles)	Varies	1
Engineer	Professional Engineer License – Civil, Electrical, Mechanical or Structural (Consumer Affairs/Board for Professional Engineers & Land Surveyors)	2 yrs	2
Fleet Supervisor	Appropriate Valid California Driver's License (Department of Motor Vehicles)	Varies	1
Parking Supervisor	Appropriate Valid California Driver's License (Department of Motor Vehicles)	Varies	1

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Position	Typical Requirement (Granting Authority)	Renew Every	PIMS License Type
Physician Supervisor/Medical Director	License to practice medicine in California (Consumer Affairs/Medical Board of California) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/ Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor's Office)	2 yrs	2
Public Safety Director/ Chief of Police	Appropriate Valid California Driver's License (Department of Motor Vehicles) and P.O.S.T. Certification	Varies	1/4
Student Health Center Director	License to practice medicine in California (Consumer Affairs/Medical Board of California) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/ Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor's Office)	2 yrs	2
Nurse Supervisor	Registered Nurse License (Consumer Affairs/Board of Registered Nursing)	2 yrs	2