

Date: April 2, 2007

Code: TECHNICAL LETTER  
HR/Salary 2007-06

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

TIME SENSITIVE:  
Due April 23, 2007

From: Gail Brooks   
Associate Vice Chancellor  
Human Resources

Subject: 2007 MPP Benchmark Salary Survey

Each year, Human Resources Administration (HRA) prepares a report of common Management Personnel Plan (MPP) positions and their pay. Data is gathered from all 23 CSU campuses. Preparation for the 2007 report is underway and your campus MPP data is now requested. The 2007 MPP Benchmark Salary Survey package will be sent via overnight mail today to each Human Resources Director. The survey package will include the data collection tool, benchmark job descriptions, and detailed instructions. Please have the appropriate person on your campus complete the survey and return it to us by April 23, 2007, so that we can publish the report in mid-May. For reference, survey instructions and benchmark descriptions are provided as attachments. Please also note the following:

➤ **Data Collection Tool:**

The 2007 MPP Benchmark Salary Survey data collection tool is a Microsoft Access database. In order to minimize your staff's workload, campuses will be provided last year's benchmark submission and only will have to update any new and/or changed incumbents in the database. Campuses are to report position information as of April 1, 2007 for active MPP employees.

➤ **Additional Resources:**

The following CIRS Compendium Reports are 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 diskette with the updated survey should be returned to:

Rachel Caracoza  
CSU Office of the Chancellor  
Human Resources Administration  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, CA 90802-4210

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**Distribution:**

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

Vice Presidents, Information Systems  
Vice Presidents, Student Affairs  
Vice Presidents, University Advancement

Campuses are asked to retain an electronic copy of the database for your records. Please do not return the data file via e-mail as the file contains confidential employee information.

If you or your staff have questions regarding the survey or data collection, please contact Rachel Caracoza. Questions about matching positions to survey job descriptions can be directed to Cathy Cox, Senior Manager, Compensation & HR Information Projects. Cathy and Rachel can be reached in Human Resources Administration at (562) 951-4411.

This technical letter is available on Human Resources Administrations Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GB/rc

Attachments



# California State University

## MPP Benchmark Salary Survey Job Descriptions

### 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.

### 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.

### 006 Associate Vice President, Business Administration

Assists the Vice President in administering campus business operations and finance functions. Develops policy, plans, and provides leadership for activities that include some or all of the following: accounting, budgeting, financial management, procurement, university services, plant operations, facilities planning, public safety, risk management, environmental health and safety and food services.

### 007 Associate Vice President, Finance

Plans, organizes and/or directs the activities for two or more functions in the financial affairs area.

### 008 Associate Vice President, Information Technology

The second senior administrative official responsible for the major computing activities of the campus.

### 009 Associate Vice President, Student Affairs

The second senior official responsible for the campus student affairs programs.

### 010 Associate Vice President, University Advancement

The second senior administrator responsible for the campus university advancement programs.

### 011 Associate Vice President/Vice Provost, Academic Affairs

The second senior academic official responsible for the academic program of the campus.

### 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.

### 013 Dean, Graduate Programs

The principal administrator for the Graduate Program.

- 014 Dean, Graduate/Undergraduate Programs**  
The principal administrator for the Graduate/Undergraduate Program.
- 015 Dean, School of Agriculture**  
The principal administrator for the school of Agriculture.
- 016 Dean, School of Architecture**  
The principal administrator for the school of Architecture.
- 017 Dean, School of Arts, Letters & Humanities**  
The principal administrator for the school of Arts, Letters, and Humanities.
- 018 Dean, School of Arts & Letters**  
The principal administrator for the school of Arts and Letters.
- 019 Dean, School of Arts & Sciences**  
The principal administrator for the school of Arts and Sciences.
- 020 Dean, School of Business**  
The principal administrator for the school of Business.
- 021 Dean, School of Communications**  
The principal administrator for the school of Communications.
- 022 Dean, School of Continuing/Extended Education**  
The principal administrator for the school of Continuing/Extended Education.
- 023 Dean, School of Education**  
The principal administrator for the school of Education.
- 024 Dean, School of Engineering**  
The principal administrator for the school of Engineering.
- 025 Dean, School of Fine Arts**  
The principal administrator for the school of Fine Arts.
- 026 Dean, School of Health & Human Services**  
The principal administrator for the Health and Human Services program.
- 027 Dean, School of Science**  
The principal administrator for the school of Science.
- 028 Dean, School of Science & Mathematics**  
The principal administrator for the school of Science and Mathematics.
- 029 Dean, School of Social Sciences**  
The principal administrator for the school of Social Sciences.

**030 Dean, Undergraduate Studies**

The principal administrator for the Undergraduate Studies program.

**031 Director, Admissions**

Directs student admissions functions that include applications processing, transfer articulation, and transfer evaluations.

**032 Director, Admissions & Records**

Directs admissions and records activities that include applications processing, registration, evaluation, records and graduation.

**033 Director, Affirmative Action/Equal Employment Opportunity**

Directs the campus AA/EEO programs and monitors employment equity.

**034 Director, Alumni Affairs**

Directs the campus alumni affairs programs for the campus.

**035 Director, Athletics**

Directs the activities of intercollegiate athletic programs. Ensures compliance with NCAA and Conference regulations. May have responsibility for functions that include publicity, media relations, ticket sales, fund raising, events management, budget, equipment and facilities maintenance.

**036 Director, Budget**

Directs campus budget operations.

**037 Director, Career Development**

Directs career counseling and job placement services. Advises and counsels students and alumni concerning employment opportunities and careers.

**038 Director, Counseling & Psychological Services**

Directs student counseling and psychological services such as clinical, crisis intervention and outreach services.

**039 Director, Development**

Directs a campus development function such as alumni affairs, annual fund, planned giving, etc.

**040 Director, Disabled Student Services**

Directs programs which provide educational support services to students with disabilities.

**041 Director, Enrollment Services**

Directs enrollment services functions such as admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation and graduation.

**042 Director, Environmental Health & Safety**

Directs the campus environmental health and occupational safety programs.

**043 Director, Facilities Management**

Directs the facilities management function. Responsibilities may include overseeing architectural services, automobile and equipment maintenance, facilities planning, building and trades maintenance, engineering services, grounds and landscaping services, plant operations, housing operations and work coordination.

**044 Director, Facilities Planning**

Directs the planning process in the design, construction, modification and renovation of campus facilities or infrastructure.

**045 Director, Financial Aid**

Directs the campus student financial aid program.

**046 Officer, Human Resources**

Directs broad range of campus human resources programs and practices primarily for staff and management employees. Responsible for administering and interpreting CSU policy and collective bargaining agreements.

**047 Director, Information Technology**

Directs the campus administrative and/or academic computing function. Exclude Vice President or Associate Vice President.

**048 Director, Institutional Studies**

Directs the campus institutional research and analytical studies.

**049 Director, International Programs**

Directs the campus operation of the CSU study abroad program.

**050 Director, Learning Resources**

Directs learning resources programs for students.

**051 Director, Multi-Media Services**

Directs print and non-print media services (e.g. audio, video, film, photo and interactive disc/tape, teleconferencing, multi-media, computer graphics) in support of instructional technology and applications. May have responsibility for media pre-production, production and post-production, including media design responsibilities.

**052 Director, Plant Operations**

Directs the operation and maintenance of all campus facilities.

**053 Director, Public Relations**

Directs the campus public relations program.

**054 Director, Residence Halls**

Directs residence hall operations for the campus.

**055 Director, Sports Information**

Directs the campus sports information program. Manages the release of campus sports information through athletic publications, media relations, etc. May be involved in game management, marketing of sports events, and advertisement sales.

**056 Director, Student Academic Services**

Directs programs designed to attract, support and retain students to the university.

**057 Director, Student Health Center (Medical)**

Directs student health center operations. Oversees medical care provided by staff physicians, nurse practitioners and other health care professionals.

**058 Director, Student Health Services (Non-Physician)**

Directs the activities of an accredited student health center with physicians, nurse practitioners, nurses. Responsible for the operation of the laboratory, X-ray, pharmacy departments and health education programs.

**059 Director, Student Life**

Directs student services activities that include student orientation, social events, Greek programs, student government/committees, newspapers, clubs, organizations, etc.

**060 Director, University Library**

Directs the operation of the university library and programs.

**061 Director, University Union**

Directs student union operations.

**062 Associate Dean, Graduate Programs**

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

**063 Associate Dean, School of Agriculture**

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

**064 Associate Dean, School of Architecture**

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

**065 Associate Dean, School of Arts & Letters**

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

**066 Associate Dean, School of Arts, Letters & Humanities**

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

**067 Associate Dean, School of Arts & Sciences**

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

**068 Associate Dean, School of Business**

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

**069 Associate Dean, School of Communications**

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

**070 Associate Dean, School of Continuing/Extended Education**

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

**071 Associate Dean, School of Education**

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

**072 Associate Dean, School of Engineering**

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

**073 Associate Dean, School of Fine Arts**

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

**074 Associate Dean, School of Health & Human Services**

Under direction of the dean, provides administrative support to the Health and Human Services program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

**075 Associate Dean, School of Science**

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

**076 Associate Dean, School of Science & Mathematics**

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

**077 Associate Dean, School of Social Sciences**

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

**078 Associate Dean, Undergraduate Studies**

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

**079 Associate Director, Human Resources**

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

**080 Manager, Accounting**

Manages the daily operation of one or more campus accounting functions.

**081 Manager, Administrative Services**

Manages the business or finance functions of a department or school, which may include budget, collections, receivables, 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.

**084 Manager, Compensation & Classification**

Manages the campus compensation and/or classification program.

**085 Manager, Construction**

Manages projects involving new construction and/or alterations to campus buildings.

**086 Manager, Contract & Grants**

Manages campus contracts and grants activities.

**087 Manager, Corporate & Foundation Relations**

Manages a comprehensive fund raising program to identify and attract external resources from national, regional, and local corporations, business and foundation prospects.

**088 Manager, Educational Testing**

Manages the educational testing programs and services provided by the university.

**089 Manager, Energy Management**

Manages the campus energy program including energy conservation planning and consultation. May maintain a computerized energy management system.

**090 Manager, Engineering Services**

Manages the engineering planning process for the construction, repair, and maintenance of campus facilities and ancillary equipment and utility systems.

**091 Manager, Governmental/Community Relations**

Manages campus participation in governmental and community activities and organizations. Develops, implements, and directs public affairs programs for the campus and responds to employee and client inquiries regarding community involvement.

**092 Manager, Human Resources (Generalist)**

Manages two or more human resources programs.

**094 Manager, Major Gifts**

Manages fund raising programs to attract major gifts to the university.

**095 Manager, Media/Audio Visual Services**

Manages the development of non-print media and audio-visual services for the campus.

**096 Manager, Network Control**

Manages campus infrastructure networks in support of voice, data, and/or video communications systems. Monitors and controls the performance and status of network resources for both software and hardware. Evaluates user needs, requirements and capabilities.

**097 Manager, Parking & Transportation**

Manages the parking and transportation programs for the campus.

**098 Manager, Payroll**

Manages the campus payroll function, including planning, organizing, and/or directing the administrative and technical activities of employees engaged in the processing of pay documents.

**099 Manager, Planned Giving**

Manages the planned giving program for the campus.

**100 Manager, Publications**

Manages the design and production of campus publications.

**101 Manager, Purchasing**

Manages the campus procurement function.

**102 Manager, Risk**

Manages the campus risk management function.

**103 Manager, Telecommunications**

Manages the campus telecommunications systems. Responsible for equipment installation, troubleshooting and hardware testing. May have responsibility for telephone switching and transmission facilities.

**104 Manager, User Services**

Manages the interface between information systems professionals and users in a specialized area. Develops service specifications and tests procedures to ensure user requests are carried out.

**105 Manager, Workers' Compensation**

Manages the campus workers' compensation and return to work program to ensure compliance with applicable laws, guidelines, regulations, and procedures.

**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.

**115 Associate Registrar**

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

**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.

**118 Chief, Custodial Services**

Manages the campus custodial services function.

**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.)

**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.

**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.

**123 Lieutenant**

Assists the Chief of Police in directing public safety operations and programs.

**124 Registrar**

Manages the student registration and records function.

**125 School Development Officer**

Manages a comprehensive program for securing independent financial support for a school or college of the university.

**126 Special Assistant to the Vice President/Provost**

Assists the Vice President/Provost in the execution of numerous executive and administrative duties of considerable scope and complexity requiring the exercise of initiative, judgment, and knowledge of the academic and/or administrative programs and organizational structure of the division.

**127 Associate Vice President/Director, Academic Planning/Programs/Asse**

Plans, develops, evaluates and implements academic programs that have campus wide impact; directs academic planning and analysis.

**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.

**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.

**130 Director, CMS Project**

Directs the campus CMS project function. Responsible for the implementation, maintenance and upgrades of CMS Baseline system.

**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.

- 133 **Director, Accounting**  
Directs campus accounting/auditing operations.
- 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.
- 137 **Director, Sponsored Programs/Grants**  
Directs the campus sponsored programs/grants program.
- 138 **Director, Distance Learning**  
Directs the campus distance-learning program.
- 139 **Dean, Research and Graduate Programs**  
The principal administrator for the Research and Graduate Programs.
- 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.
- 141 **Manager, Employee Relations**  
Manages campus employee relations program.
- 142 **Manager, Employment**  
Manages campus employment and recruitment program.



# California State University

## MPP Benchmark Salary Survey Job Descriptions

### **062 Associate Dean, Graduate Programs**

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

### **063 Associate Dean, School of Agriculture**

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

### **064 Associate Dean, School of Architecture**

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

### **065 Associate Dean, School of Arts & Letters**

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

### **067 Associate Dean, School of Arts & Sciences**

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

### **066 Associate Dean, School of Arts, Letters & Humanities**

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

### **068 Associate Dean, School of Business**

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

### **069 Associate Dean, School of Communications**

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

### **070 Associate Dean, School of Continuing/Extended Education**

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

### **071 Associate Dean, School of Education**

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

### **072 Associate Dean, School of Engineering**

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

### **073 Associate Dean, School of Fine Arts**

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

**074 Associate Dean, School of Health & Human Services**

Under direction of the dean, provides administrative support to the Health and Human Services program. Responsibilities may include significant administrative tasks such as management of budget, personnel operations, etc.

**075 Associate Dean, School of Science**

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

**076 Associate Dean, School of Science & Mathematics**

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

**077 Associate Dean, School of Social Sciences**

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

**078 Associate Dean, Undergraduate Studies**

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

**134 Associate Director, Accounting**

Assists in directing campus accounting operations.

**135 Associate Director, Facilities Management**

Assists in directing the facilities management function.

**136 Associate Director, Facilities Planning**

Assists in directing facilities planning.

**079 Associate Director, Human Resources**

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

**115 Associate Registrar**

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

**006 Associate Vice President, Business Administration**

Assists the Vice President in administering campus business operations and finance functions. Develops policy, plans, and provides leadership for activities that include some or all of the following: accounting, budgeting, financial management, procurement, university services, plant operations, facilities planning, public safety, risk management, environmental health and safety and food services.

**007 Associate Vice President, Finance**

Plans, organizes and/or directs the activities for two or more functions in the financial affairs area.

**008 Associate Vice President, Information Technology**

The second senior administrative official responsible for the major computing activities of the campus.

**009 Associate Vice President, Student Affairs**

The second senior official responsible for the campus student affairs programs.

**010 Associate Vice President, University Advancement**

The second senior administrator responsible for the campus university advancement programs.

**012 Associate Vice President/Dean, Faculty Affairs**

The principal administrator for the human resources programs and practices for faculty. Responsible for administering and interpreting the faculty collective bargaining agreement.

**127 Associate Vice President/Director, Academic Planning/Programs/Asse**

Plans, develops, evaluates and implements academic programs that have campus wide impact; directs academic planning and analysis.

**011 Associate Vice President/Vice Provost, Academic Affairs**

The second senior academic official responsible for the academic program of the campus.

**116 Benefits Officer**

Coordinates campus benefits programs that include medical, dental and vision coverage; long-term disability; group insurance programs; tax-sheltered annuity programs; unemployment and leaves of absence.

**117 Campus Counsel**

Provides legal advice and counsel to the President or designee on campus related matters.

**119 Chief of Police**

Directs campus public safety operations and programs. (Do not include campus Chief of Police if he/she is serving as the Systemwide Police Coordinator.)

**118 Chief, Custodial Services**

Manages the campus custodial services function.

**120 Coordinator, Work Control**

Coordinates communications between facilities management and the campus community. Develops policies and programs to enhance customer service and employee morale. Oversees activities related to centralized planning, estimating, scheduling, recording, coordinating, and facilitating of all work projects including preventive maintenance, repair, minor construction, and alteration projects.

**013 Dean, Graduate Programs**

The principal administrator for the Graduate Program.

**014 Dean, Graduate/Undergraduate Programs**

The principal administrator for the Graduate/Undergraduate Program.

**139 Dean, Research and Graduate Programs**

The principal administrator for the Research and Graduate Programs.

**015 Dean, School of Agriculture**

The principal administrator for the school of Agriculture.

**016 Dean, School of Architecture**

The principal administrator for the school of Architecture.

**018 Dean, School of Arts & Letters**

The principal administrator for the school of Arts and Letters.

**019 Dean, School of Arts & Sciences**

The principal administrator for the school of Arts and Sciences.

**017 Dean, School of Arts, Letters & Humanities**

The principal administrator for the school of Arts, Letters, and Humanities.

**020 Dean, School of Business**

The principal administrator for the school of Business.

**021 Dean, School of Communications**

The principal administrator for the school of Communications.

**022 Dean, School of Continuing/Extended Education**

The principal administrator for the school of Continuing/Extended Education.

**023 Dean, School of Education**

The principal administrator for the school of Education.

**024 Dean, School of Engineering**

The principal administrator for the school of Engineering.

**025 Dean, School of Fine Arts**

The principal administrator for the school of Fine Arts.

**026 Dean, School of Health & Human Services**

The principal administrator for the Health and Human Services program.

**027 Dean, School of Science**

The principal administrator for the school of Science.

**028 Dean, School of Science & Mathematics**

The principal administrator for the school of Science and Mathematics.

**029 Dean, School of Social Sciences**

The principal administrator for the school of Social Sciences.

**030 Dean, Undergraduate Studies**

The principal administrator for the Undergraduate Studies program.

**133 Director, Accounting**

Directs campus accounting/auditing operations.

**031 Director, Admissions**

Directs student admissions functions that include applications processing, transfer articulation, and transfer evaluations.

**032 Director, Admissions & Records**

Directs admissions and records activities that include applications processing, registration, evaluation, records and graduation.

**033 Director, Affirmative Action/Equal Employment Opportunity**

Directs the campus AA/EEO programs and monitors employment equity.

**034 Director, Alumni Affairs**

Directs the campus alumni affairs programs for the campus.

**035 Director, Athletics**

Directs the activities of intercollegiate athletic programs. Ensures compliance with NCAA and Conference regulations. May have responsibility for functions that include publicity, media relations, ticket sales, fund raising, events management, budget, equipment and facilities maintenance.

**036 Director, Budget**

Directs campus budget operations.

**037 Director, Career Development**

Directs career counseling and job placement services. Advises and counsels students and alumni concerning employment opportunities and careers.

**130 Director, CMS Project**

Directs the campus CMS project function. Responsible for the implementation, maintenance and upgrades of CMS Baseline system.

**038 Director, Counseling & Psychological Services**

Directs student counseling and psychological services such as clinical, crisis intervention and outreach services.

**039 Director, Development**

Directs a campus development function such as alumni affairs, annual fund, planned giving, etc.

**040 Director, Disabled Student Services**

Directs programs which provide educational support services to students with disabilities.

**138 Director, Distance Learning**

Directs the campus distance-learning program.

**129 Director, Educational/Equity Opportunity Programs**

Directs educational/equity opportunity programs and summer bridge programs designed to assist economically and educationally disadvantaged students by recruiting them to the University, and providing financial and academic support services needed for their retention and graduation.

**041 Director, Enrollment Services**

Directs enrollment services functions such as admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation and graduation.

**042 Director, Environmental Health & Safety**

Directs the campus environmental health and occupational safety programs.

**043 Director, Facilities Management**

Directs the facilities management function. Responsibilities may include overseeing architectural services, automobile and equipment maintenance, facilities planning, building and trades maintenance, engineering services, grounds and landscaping services, plant operations, housing operations and work coordination.

**044 Director, Facilities Planning**

Directs the planning process in the design, construction, modification and renovation of campus facilities or infrastructure.

- 045 Director, Financial Aid**  
Directs the campus student financial aid program.
- 047 Director, Information Technology**  
Directs the campus administrative and/or academic computing function. Exclude Vice President or Associate Vice President.
- 048 Director, Institutional Studies**  
Directs the campus institutional research and analytical studies.
- 128 Director, Internal Audit**  
Directs campus audit functions, coordinates internal audits and audits of campus functions conducted by external agencies, and prepares reports of findings and recommendations for management.
- 049 Director, International Programs**  
Directs the campus operation of the CSU study abroad program.
- 140 Director, IT Security**  
Ensures security for all campus systems, monitors correct usage of systems, identifies problem areas, utilizes software to assess system security, and takes action to correct weaknesses in systems security.
- 050 Director, Learning Resources**  
Directs learning resources programs for students.
- 051 Director, Multi-Media Services**  
Directs print and non-print media services (e.g. audio, video, film, photo and interactive disc/tape, teleconferencing, multi-media, computer graphics) in support of instructional technology and applications. May have responsibility for media pre-production, production and post-production, including media design responsibilities.
- 052 Director, Plant Operations**  
Directs the operation and maintenance of all campus facilities.
- 053 Director, Public Relations**  
Directs the campus public relations program.
- 054 Director, Residence Halls**  
Directs residence hall operations for the campus.
- 137 Director, Sponsored Programs/Grants**  
Directs the campus sponsored programs/grants program.
- 055 Director, Sports Information**  
Directs the campus sports information program. Manages the release of campus sports information through athletic publications, media relations, etc. May be involved in game management, marketing of sports events, and advertisement sales.
- 056 Director, Student Academic Services**  
Directs programs designed to attract, support and retain students to the university.
- 057 Director, Student Health Center (Medical)**  
Directs student health center operations. Oversees medical care provided by staff physicians, nurse practitioners and other health care professionals.

- 058 Director, Student Health Services (Non-Physician)**  
Directs the activities of an accredited student health center with physicians, nurse practitioners, nurses. Responsible for the operation of the laboratory, X-ray, pharmacy departments and health education programs.
- 059 Director, Student Life**  
Directs student services activities that include student orientation, social events, Greek programs, student government/committees, newspapers, clubs, organizations, etc.
- 060 Director, University Library**  
Directs the operation of the university library and programs.
- 061 Director, University Union**  
Directs student union operations.
- 121 Executive Assistant to the President**  
Assists the President in a wide range of executive and administrative duties related to policy development; academic, fiscal, and administrative programs; and may represent the President to other senior staff, the campus, and to the community at large.
- 122 Head Coach**  
Manages the activities for a team sport. Exclude faculty positions.
- 123 Lieutenant**  
Assists the Chief of Police in directing public safety operations and programs.
- 080 Manager, Accounting**  
Manages the daily operation of one or more campus accounting functions.
- 081 Manager, Administrative Services**  
Manages the business or finance functions of a department or school, which may include budget, collections, receivables, 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.
- 084 Manager, Compensation & Classification**  
Manages the campus compensation and/or classification program.
- 085 Manager, Construction**  
Manages projects involving new construction and/or alterations to campus buildings.
- 086 Manager, Contract & Grants**  
Manages campus contracts and grants activities.
- 087 Manager, Corporate & Foundation Relations**  
Manages a comprehensive fund raising program to identify and attract external resources from national, regional, and local corporations, business and foundation prospects.

**088 Manager, Educational Testing**

Manages the educational testing programs and services provided by the university.

**141 Manager, Employee Relations**

Manages campus employee relations program.

**142 Manager, Employment**

Manages campus employment and recruitment program.

**089 Manager, Energy Management**

Manages the campus energy program including energy conservation planning and consultation. May maintain a computerized energy management system.

**090 Manager, Engineering Services**

Manages the engineering planning process for the construction, repair, and maintenance of campus facilities and ancillary equipment and utility systems.

**091 Manager, Governmental/Community Relations**

Manages campus participation in governmental and community activities and organizations. Develops, implements, and directs public affairs programs for the campus and responds to employee and client inquiries regarding community involvement.

**092 Manager, Human Resources (Generalist)**

Manages two or more human resources programs.

**094 Manager, Major Gifts**

Manages fund raising programs to attract major gifts to the university.

**095 Manager, Media/Audio Visual Services**

Manages the development of non-print media and audio-visual services for the campus.

**096 Manager, Network Control**

Manages campus infrastructure networks in support of voice, data, and/or video communications systems. Monitors and controls the performance and status of network resources for both software and hardware. Evaluates user needs, requirements and capabilities.

**097 Manager, Parking & Transportation**

Manages the parking and transportation programs for the campus.

**098 Manager, Payroll**

Manages the campus payroll function, including planning, organizing, and/or directing the administrative and technical activities of employees engaged in the processing of pay documents.

**099 Manager, Planned Giving**

Manages the planned giving program for the campus.

**100 Manager, Publications**

Manages the design and production of campus publications.

**101 Manager, Purchasing**

Manages the campus procurement function.

**102 Manager, Risk**

Manages the campus risk management function.

**103 Manager, Telecommunications**

Manages the campus telecommunications systems. Responsible for equipment installation, troubleshooting and hardware testing. May have responsibility for telephone switching and transmission facilities.

**104 Manager, User Services**

Manages the interface between information systems professionals and users in a specialized area. Develops service specifications and tests procedures to ensure user requests are carried out.

**105 Manager, Workers' Compensation**

Manages the campus workers' compensation and return to work program to ensure compliance with applicable laws, guidelines, regulations, and procedures.

**046 Officer, Human Resources**

Directs broad range of campus human resources programs and practices primarily for staff and management employees. Responsible for administering and interpreting CSU policy and collective bargaining agreements.

**124 Registrar**

Manages the student registration and records function.

**125 School Development Officer**

Manages a comprehensive program for securing independent financial support for a school or college of the university.

**126 Special Assistant to the Vice President/Provost**

Assists the Vice President/Provost in the execution of numerous executive and administrative duties of considerable scope and complexity requiring the exercise of initiative, judgment, and knowledge of the academic and/or administrative programs and organizational structure of the division.

**131 Student Discipline Officer**

Provides highly sensitive executive and administrative support to student services particularly in the area of student discipline. Plans, organizes and oversees student discipline processes involving students working closely with campus legal counsel.

**132 Student Grievance Officer**

Plans, organizes and oversees student judicial affairs working closely with campus legal counsel.

**106 Supervisor, Accounting**

Supervises an accounting function such as accounts payable, accounts receivable, cashiering, collections or disbursements. Ensures compliance with accounting principles and practices in analyzing, verifying and reporting financial transactions.

**107 Supervisor, Automotive & Equipment Maintenance**

Supervises the campus automotive and equipment maintenance and shop operation function (e.g. motor vehicles, gasoline powered equipment used by landscape services, emergency generators). May have responsibility for the campus warehouse.

**108 Supervisor, Building & Trades**

Supervises activities relating to one or more of the following: heating, ventilation, air conditioning, carpentry, electrical, locksmithing, plumbing, painting, welding, masonry and general maintenance. Ensures that work meets quality standards and complies with codes and regulations.

**109 Supervisor, Computer Operations**

Supervises a campus computer operations function.

**110 Supervisor, Custodial Services**

Supervises custodians. Coordinates work assignments, identifies priorities and makes inspections.

**111 Supervisor, Grounds & Landscaping**

Supervises grounds maintenance and landscape services that include irrigation systems, tree trimming and horticulture. May have responsibility for related functions, e.g., building and trades maintenance, custodial services.

**112 Supervisor, Nursing**

Supervises the nursing services function. Establishes and maintains nursing standards, policies and procedures.

**113 Supervisor, Support Services**

Supervises the work activities of the mail services function. May have responsibility for other support functions such as shipping and receiving, warehousing, and property accounting.

**114 Supervisor, Technical Equipment**

Supervises the work activities involved in equipment repair, maintenance, design and construction for highly technical and complex equipment and/or systems. May provide design of complex equipment to meet research or prototype requirements.

**002 Vice President, Business Administration**

The senior administrative official responsible for providing executive guidance, direction and policy formation for the administrative and financial affairs of the campus.

**003 Vice President, Information Technology**

The senior administrative official responsible for providing executive guidance, direction and policy formation for the major computing activities of the campus.

**004 Vice President, Student Affairs**

The senior administrative official responsible for providing executive guidance, direction and policy formation for the student affairs programs of the campus.

**005 Vice President, University Advancement**

The senior administrative official responsible for providing executive guidance, direction and policy formation for the campus university advancement programs.

**001 Vice President/Provost, Academic Affairs**

The senior academic official responsible for providing executive guidance, direction and policy formation for the academic program of the campus.

**California State University  
MPP Benchmark Salary Survey**

**Survey Tool Instructions**

**Human Resources Administration  
2007**

## Introduction

Human Resources created the MPP Benchmark Salary Survey data collection tool to simplify the data collection process and minimize the workload for campuses. These improvements were based on campus recommendations with one goal in mind: Create the least amount of work for CSU HR Professionals while delivering the highest quality report. With the database tool, you only need to provide a few data elements for each benchmark match. Human Resources will then retrieve the remainder of the employee data (base salary, grade level, MPP Job Code, etc.) from the Campus Information Retrieval System (CIRS).

We hope you continue to find the process to be user-friendly, fast and efficient. We welcome any feedback and suggestions you may have for further enhancements.

If you need any assistance, please contact Rachel Caracoza at (562) 951-4456.

## Contents

- I. Entering Campus Information
- II. Viewing and Printing Reports
- III. Submitting the MPP Benchmark Salary Survey to Human Resources

### Main Toolbar

You can access the sections discussed in these instructions from the main toolbar. The toolbar contains the following options:

#### Contact Information

#### Match Entries

#### Campus Reports

- Campus Benchmark Report
- Campus Worksheet
- Job Description by Job Title
- Job Descriptions by Survey Code

#### Survey Tool Instructions

### Navigating through Survey Codes

There are a few ways of locating specific Survey Codes, below are two examples.

- A. Navigating through the Records in the Database
- B. Using Survey Codes to Quickly Locate Job Titles

Screenshot: Navigation Bar



#### A. Navigating through the Records in the Database

Job Titles are sorted numerically by Survey Code. The navigation buttons are an efficient way to move to the first, previous, next, or last record.

- First Record: Click to view the first job title in the recordset
- Previous Record: Click to view the previous job title in the recordset
- Next Record: Click to view the next job title in the recordset
- Last Record: Click to view the last job title in the recordset

#### B. Using Survey Codes to Quickly Locate Job Titles

You can also search the database for a Job Title using its Survey Code.

1. Place the cursor in the "Survey Code" field and type Control+F or click on the binoculars icon.
2. If it isn't already, select the option "Any part of field" from the Match drop-down menu.
3. Enter the Survey Code in the "Find What" field.
4. Click on the Find Next button until you locate the Job Title you want to benchmark.
5. Click on the Cancel button to return to the form.

## I. Entering Campus Information

The database contains incumbent information for the positions your campus benchmarked in 2006. Please verify that all incumbent information is still current for each benchmark (e.g., PIMS position number, working title, etc.). If the incumbent data is not current, please update.

### Note on Microsoft Access:

There is not a "save" action in Access databases. Each form will automatically save the information as it is entered. Use the TAB key to move from one field to the next on the following forms.

### Contact Information

Enter your name, title, phone number, e-mail and select your campus.

Screenshot: Contact Information Form

### Match Entries

Use the Match Entries form to enter incumbent information for each benchmark.

1. Click on "Match Entries" on the main toolbar.
2. Locate the Job Title/Survey Code for which you want to enter benchmark information.
3. Under Incumbent Information, select your campus from the drop-down menu, enter the employee's PIMS position number (format: WWW-XXX-YYYY-ZZZ), last 4 digits of their social security number, last name, first name, and working title.
4. **Deleting existing incumbent data:** If necessary, select the row of data you want to delete (click the right-pointing triangle), then from the Edit menu, choose "Delete Record".

Screenshot: Match Entries Form

### **When entering incumbent information, please note the following:**

1. Report only MPP employees on the campus CSU payroll as of April 1, 2007.
2. Do not include Foundation or other non-CSU employees.
3. If your campus does not have a comparable position, leave the incumbent information blank for that Survey Code.
4. If the position is vacant, do not report any information for the current year. Delete existing incumbent data, if necessary.
5. For positions with multiple incumbents, enter each employee's information in a separate row (record). [Critical Step]
6. For incumbents in multiple positions, only benchmark to position(s) where he/she is fulfilling ALL the responsibilities of the job.
7. Please return the MPP Benchmark Salary Survey to Human Resources by Monday, April 23, 2007.

## II. Viewing and Printing Reports

The following reports are accessible for campus use from the "Campus Reports" drop-down menu on the main toolbar.

- A. Campus Benchmark Report
- B. Campus Worksheet
- C. Job Descriptions by Job Title
- D. Job Descriptions by Survey Code

Note: To ensure proper viewing, please adjust all margins to .25 inches. Click on File, Page Setup, Margins.

### A. Campus Benchmark Report

Generates a report of Job Descriptions and the data you entered into the database. Print a copy of this report when you have completed entering all your incumbent information. The report is sorted by Survey Code. Vacant Positions are listed at the end of the report.

Report Snapshot: Campus MPP Benchmarked Positions

Your Campus

**Long Beach**

Job Title

Survey Code: **001 - Vice President/Provost, Academic Affairs**

Description: The senior academic official responsible for providing executive guidance, direction and policy formation for the...

Position Number	Last 4 SSN	Last Name	First Name	Working Title
111-023-4546-001	2355	Doe	Joanne	Provost and Vice President, Academic Affairs

Note: If the report contains information for a different campus, you need to correct the campus selection for the incumbent.

### B. Campus Worksheet

You can use a printed copy of this worksheet to assist you in your data gathering process. You can write on the worksheet and then later key the information into the Data Entry Form. The worksheet is sorted by Survey Code.

Report Snapshot: Campus Worksheet

Job Title

Survey Code: **001 - Vice President/Provost, Academic Affairs**

Description: The senior academic official responsible for providing executive guidance, direction and policy formation for the...

Position Number	Last 4 SSN	Last Name	First Name	Working Title

### C.-D. Job Description Reports

View and print an alphabetical list by Job Title, or a numeric list by Survey code, of all positions in the MPP Benchmark Salary Survey.

Report Snapshot: Job Descriptions by Job Title

Survey Code: **062**

Job Title: **Associate Dean, Graduate Programs**

Description: Under direction of the dean, provides administrative support to the Graduate Program. Responsibilities may...

### **III. Submitting the MPP Benchmark Salary Survey to HR Administration**

#### **Verify the Campus Benchmark Report**

After you have verified the data and made the necessary corrections, print the final report for your reference. Please save a copy of the database file to a CD or diskette, and store in a safe place since this file contains confidential employee information.

#### **Due Date**

Monday, April 23, 2007

#### **Questions**

Questions on the MPP Benchmark Salary Survey data collection tool can be directed to Rachel Caracoza at (562) 951-4456.

#### **Submit the MPP Benchmark Salary Survey to Human Resources Administration**

Once you have completed all the data entry and validation outlined in these instructions, please return the diskette via mail to:

Rachel Caracoza  
CSU Office of the Chancellor Human Resources  
401 Golden Shore, 4th Floor  
Long Beach, CA 90802-4210

**IMPORTANT NOTE: DO NOT SEND THE DATA FILE BACK VIA E-MAIL.**

This file contains confidential employee information.

**Please submit to Human Resources Administration  
by Monday, April 23, 2007.  
Thank you!**