The California State University
SYSTEMWIDE HUMAN RESOURCES

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Date: April 21, 2014

Code: **TECHNICAL LETTER**
HR/Salary 2014-05
Supplement #1

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

From: Evelyn Nazario
Associate Vice Chancellor
Human Resources Management & CO HR Services

Subject: **2014 MPP Internal Benchmark Salary Survey Report**

Overview

Audience:	CSU Presidents, Human Resources Officers, and Associate Vice Presidents/ Deans of Faculty Affairs
Action Item:	Information only
Affected Employee Groups/Units:	N/A

Summary

This technical letter provides a summary of the 2014 MPP Benchmark Salary Survey submitted by campuses. The MPP Benchmark is an internal survey that reports on common MPP positions throughout the CSU.

Human Resources Management (HRM) is pleased to provide you with the 2014 MPP (Management Personnel Plan) Internal Benchmark Salary Survey Report which summarizes results of the survey information submitted by all 23 campuses. The report provides summary data for a variety of internal benchmark positions and organizes these positions into six categories: Academic Affairs, Administration and Finance, Executive, Information Technology, Student Affairs, and University Advancement. The following information is provided in the attached report:

- Benchmark job title
- MPP Admin Grade Level(s)
- Total number of incumbents campuses matched to the benchmark job description
- Total number of campuses that reported a match to the benchmark job description
- Average, median, minimum and maximum salary

Also attached for your reference is a benchmark job description list sorted by job title. Only benchmark job titles campuses matched to appear in the final summary report.

Campuses were requested to report position information for active MPP employees as of March 1, 2014. For salary-related data, base pay (full-time rate, not prorated by FTE) was used for comparability purposes. HRM obtained

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salary data from the Campus Information Retrieval System (CIRS). Interim appointments, foundation and other non-CSU employees are not included. For incumbents in multiple positions, campuses were to match to the position(s) if the incumbent fulfilled all responsibilities of the job. In addition, a campus may have matched more than one incumbent to a benchmark position.

If you have questions regarding this technical letter, please contact Human Resources Management at (562) 951-4411. This document is also available on the Human Resources Management Web site at: http://www.calstate.edu/HRAdm/2014pages/2014samemo.shtml.

EN/rc

Attachments

California State University
2014 MPP Internal Benchmark Salary Survey Report

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Academic Affairs								
Associate Dean, College of Agriculture	063	III	2	2	128,646	128,646	123,720	133,572
Associate Dean, College of Arts & Letters	065	III	5	4	127,318	125,004	116,532	141,768
Associate Dean, College of Arts & Sciences	067	III	3	2	126,080	126,912	111,480	139,848
Associate Dean, College of Arts, Letters & Humanities	066	III	11	8	125,755	124,836	113,844	136,368
Associate Dean, College of Business	068	III	14	12	136,062	132,300	125,004	150,000
Associate Dean, College of Communications	069	III	1	1	119,808	119,808	119,808	119,808
Associate Dean, College of Continuing/Extended Education	070	II , III	9	9	115,152	116,400	80,340	149,988
Associate Dean, College of Education	071	III	10	10	126,512	127,776	107,004	141,768
Associate Dean, College of Engineering	072	III	7	5	142,755	141,816	130,116	163,824
Associate Dean, College of Fine Arts	073	III	4	4	127,308	127,872	117,756	135,732
Associate Dean, College of Health & Human Services	074	III	7	7	129,778	130,656	122,628	140,004
Associate Dean, College of Science	075	III	4	3	124,110	126,252	114,996	128,940
Associate Dean, College of Science & Mathematics	076	III	12	11	123,268	125,712	83,844	135,204
Associate Dean, College of Social Sciences	077	III	5	5	116,172	118,332	106,404	124,644
Associate Dean, Graduate Programs	062	II , III	5	5	118,956	126,540	81,036	137,832
Associate Dean, Undergraduate Studies	078	III	4	4	128,670	126,462	120,000	141,756
Associate Director, Sponsored Programs & Grants	154	I , II	4	4	83,097	82,512	79,068	88,296
Associate Vice President/Dean, Faculty Affairs	012	III, IV	18	18	148,981	150,414	94,596	190,008
Associate Vice President/Director, Academic Planning/Programs/Assessment	127	III, IV	8	8	151,361	154,140	123,636	182,604
Associate Vice President/Vice Provost, Academic Affairs	011	III, IV	15	12	158,365	157,236	134,808	191,532

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Academic Affairs								
Dean, College of Agriculture	015	IV	3	3	157,972	161,604	145,104	167,208
Dean, College of Architecture	016	IV	2	2	179,880	179,880	167,208	192,552
Dean, College of Arts & Letters	018	IV	6	6	172,492	167,040	143,916	216,876
Dean, College of Arts & Sciences	019	III, IV	3	3	178,160	185,448	143,304	205,728
Dean, College of Arts, Letters & Humanities	017	IV	12	12	161,600	163,620	135,708	181,824
Dean, College of Business	020	III, IV	18	18	188,234	191,520	141,300	207,756
Dean, College of Communications	021	IV	2	2	157,434	157,434	150,000	164,868
Dean, College of Continuing/Extended Education	022	III, IV	17	17	157,242	162,156	129,696	198,000
Dean, College of Education	023	III, IV	14	14	157,025	156,090	135,804	173,004
Dean, College of Engineering	024	IV	8	8	192,609	199,722	152,016	225,000
Dean, College of Fine Arts	025	IV	1	1	202,680	202,680	202,680	202,680
Dean, College of Health & Human Services	026	IV	11	11	168,031	166,812	143,400	202,680
Dean, College of Science	027	IV	3	3	172,692	158,316	157,080	202,680
Dean, College of Science & Mathematics	028	III, IV	15	15	171,088	166,512	144,924	207,756
Dean, College of Social Sciences	029	IV	6	6	159,044	163,308	135,708	179,424
Dean, Graduate Programs	013	III, IV	8	8	147,044	150,048	126,132	162,204
Dean, Research & Graduate Programs	139	III, IV	8	8	163,400	157,284	145,008	217,884
Dean, Undergraduate Studies	030	III, IV	9	9	152,604	159,996	124,044	172,284
Dean, University Library	060	II , III, IV	18	17	140,862	147,204	65,988	168,072
Director, American Language Program	156	II	5	5	87,665	85,896	73,332	101,748
Director, Distance Learning	138	II , III, IV	4	3	116,388	111,360	88,392	154,440
Director, Faculty Development	157	II , III, IV	5	5	117,965	110,664	103,200	137,700
Director, Institutional Research	048	II , III, IV	19	18	110,719	112,008	87,144	135,804
Director, Sponsored Programs & Grants	137	I , II , III	13	13	101,741	100,800	64,524	141,288

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Academic Affairs								
Manager, Performing Arts Center/Theatre	152	I , II , III	8	7	102,549	107,652	62,244	120,504
Vice President/Provost, Academic Affairs	001	IV	19	19	221,910	217,884	193,008	258,168
Administration and Finance								
Associate Director, Accounting	134	II	5	5	94,231	92,304	84,192	106,404
Associate Director, Facilities Management	135	II , III	14	12	102,697	103,212	84,120	126,816
Associate Director, Facilities Planning	136	I , II , III	10	9	92,298	94,974	76,128	116,532
Associate Director, Human Resources	079	II , III	17	11	104,272	102,000	81,000	131,340
Associate Vice President, Budget & Accounting	007	III, IV	18	18	149,964	145,650	111,480	178,776
Associate Vice President, Business Administration	006	IV	6	4	167,086	167,208	148,704	177,348
Benefits Officer	116	I , II , III	11	11	74,451	74,004	52,704	100,080
Chief of Police	119	III, IV	21	21	129,714	126,720	102,468	158,340
Chief, Custodial Services	118	I , II	12	12	77,013	78,138	61,236	92,088
Coordinator, Work Control	120	I , II	8	5	67,793	66,888	49,500	91,356
Director, Accounting	133	II , III	22	17	113,801	113,940	91,800	128,304
Director, Budget & Financial Services	036	II , III	18	16	109,953	108,186	83,508	145,416
Director, Contracts & Procurement	147	II , III	17	17	102,302	102,768	82,620	124,872
Director, Environmental Health & Safety	042	II , III	14	14	97,751	95,916	82,008	121,224
Director, Facilities Management	043	II , III, IV	18	18	141,741	137,340	117,000	192,552
Director, Facilities Planning	044	II , III, IV	20	18	121,322	121,608	96,000	155,664
Director, Internal Audit	128	II , III	11	11	111,504	115,116	92,916	127,692
Director, Plant Operations	052	II , III	10	10	119,351	121,608	94,992	146,952
Director, Risk Management	148	II , III	8	8	112,563	115,308	82,008	138,324
Division Administrative Officer	158	I , II , III	18	8	97,148	92,790	68,496	140,868

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Administration and Finance								
Human Resources Officer	046	III, IV	19	17	139,516	141,300	90,000	180,000
Lieutenant	123	II , III	26	18	99,265	95,064	86,004	126,684
Manager, Accounting	080	I , II , III	41	20	87,282	86,148	60,660	121,920
Manager, Administrative Services	081	I , II , III	77	16	81,022	81,000	52,476	121,824
Manager, Budget & Financial Services	149	I , II , III	17	12	81,476	79,512	60,000	129,228
Manager, Building & Trades	150	I , II , III	16	13	85,307	84,588	69,816	111,756
Manager, Central Plant	159	II	3	3	86,140	90,000	76,152	92,268
Manager, Compensation & Classification	084	I , II , III	7	7	80,162	76,200	57,996	131,340
Manager, Construction	085	I , II	44	17	87,267	86,022	60,960	121,380
Manager, Contracts & Procurement	101	I , II	9	9	83,160	79,596	63,300	105,000
Manager, Employee Relations	141	II , III	13	10	93,083	92,424	72,960	120,000
Manager, Employment	142	I , II	6	6	72,364	72,870	62,004	81,276
Manager, Energy Management	089	I , II , III	12	12	92,948	97,344	65,100	116,532
Manager, Engineering Services	090	II	9	8	88,479	87,552	72,960	103,884
Manager, Environmental Health & Safety	151	I , II , III	8	6	71,201	68,538	48,648	110,004
Manager, Human Resources (Generalist)	092	I , II	29	19	77,696	79,596	59,688	96,240
Manager, Media/Audio Visual Services	095	I , II , III	3	3	102,296	91,212	83,676	132,000
Manager, Parking & Transportation	097	I , II , III	14	13	81,034	81,432	37,560	124,860
Manager, Payroll	098	I , II , III	17	16	83,990	85,056	56,112	108,132
Manager, Professional Development & Training	160	I , II , III	5	5	80,597	76,200	57,012	102,996
Manager, Risk Management	102	I , II	10	10	83,522	83,454	67,968	97,284
Manager, Workers' Compensation	105	I , II	7	7	76,378	72,996	65,880	89,460
Supervisor, Accounting	106	I , II	14	11	77,577	76,140	61,620	94,860
Supervisor, Automotive & Equipment Maintenance	107	II	2	2	101,784	101,784	92,268	111,300

Inc. Count is total number of incumbents campuses matched to benchmark title.
Campus Count is number of campuses that reported a match to benchmark title.

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Administration and Finance								
Supervisor, Building & Trades	108	I , II	8	7	82,550	80,010	64,728	111,300
Supervisor, Custodial Services	110	I , II	31	16	59,688	55,728	42,564	97,596
Supervisor, Grounds & Landscaping	111	I , II	15	15	74,158	75,516	52,956	101,028
Supervisor, Support Services	113	I , II	15	15	69,075	66,252	54,096	85,608
Vice President, Business Administration	002	IV	21	21	209,522	209,040	174,300	233,088
Executive								
Director, Affirmative Action/Equal Employment Opportunity	033	II , III	10	9	102,140	102,042	83,100	130,500
Executive Assistant to the President/Chief of Staff	121	I , II , III, IV	19	16	131,395	139,236	57,000	177,348
Manager, Governmental/Community Relations	091	I , II , III	11	10	91,197	86,004	55,272	131,736
Special Assistant to the Vice President/Provost	126	II , III, IV	14	6	103,443	97,344	76,248	147,456
Information Technology								
Associate Vice President, Information Technology	008	II , III, IV	14	12	148,930	149,112	101,088	184,440
Director, CMS Project	130	II , III	9	8	115,519	117,360	92,076	142,008
Director, Information Technology	047	II , III	46	20	119,989	121,308	91,224	150,000
Director, IT Security	140	II , III	16	16	114,982	116,772	83,700	141,876
Director, Multi-Media Services	051	II , III	9	9	100,829	96,276	77,964	122,184
Manager, Applications Systems	083	I , II , III	17	8	104,624	98,448	87,156	138,492
Manager, Network Control	096	I , II , III	10	9	114,828	122,364	92,232	131,748
Manager, Telecommunications	103	II , III	5	5	114,341	122,340	81,072	132,852
Manager, User Services	104	I , II , III	20	14	92,380	91,758	70,944	124,224
Supervisor, Computer Operations	109	I , II	4	4	83,871	77,526	68,952	111,480
Vice President, Information Technology	003	IV	13	13	182,170	187,488	145,932	212,412
Student Affairs								

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Student Affairs								
Associate Director, Admissions	153	I , II	14	11	71,611	70,938	60,504	85,128
Associate Director, Financial Aid	143	I , II	12	12	71,666	72,876	60,000	84,792
Associate Director, Housing	144	I , II	19	15	74,555	76,008	54,324	90,288
Associate Director, Intercollegiate Athletics	145	I , II , III, IV	36	19	91,973	90,798	60,000	140,004
Associate Director, Student Life	155	I , II	6	6	73,068	72,762	51,072	97,644
Associate Registrar	115	I , II	16	13	67,529	67,938	55,740	83,172
Associate Vice President, Enrollment Services	041	II , III, IV	16	14	142,354	136,950	102,504	177,348
Associate Vice President, Student Affairs	009	III, IV	24	18	135,497	135,972	108,900	162,156
Dean of Students	146	III	8	8	117,864	115,650	108,900	131,952
Director, Admissions	031	II , III	13	13	100,809	98,880	84,996	123,156
Director, Admissions & Records	032	II , III	9	9	105,459	107,796	85,284	123,552
Director, Career Development	037	I , II , III	16	16	93,167	91,950	70,932	110,796
Director, Counseling & Psychological Services	038	II , III	14	14	111,111	114,156	94,428	129,240
Director, Disabled Student Services	040	I , II , III	20	18	88,885	87,414	68,746	116,544
Director, Educational/Equity Opportunity Programs	129	I , II , III	20	17	88,212	87,552	65,004	121,608
Director, Financial Aid	045	I , II , III	23	23	100,275	99,876	81,996	127,308
Director, Housing	054	II , III	17	17	102,353	101,352	79,932	135,132
Director, Intercollegiate Athletics	035	II , III, IV	21	20	155,551	146,520	96,984	258,168
Director, International Programs	049	II , III, IV	23	21	105,258	109,440	66,156	158,088
Director, Learning Resources	050	I , II , III, IV	16	12	84,290	77,898	60,576	143,916
Director, Sports Information	055	I , II , III	8	8	82,089	74,718	52,008	131,748
Director, Student Academic Services	056	II , III, IV	24	13	97,856	92,646	70,944	147,036
Director, Student Health Center (Medical)	057	II , III, IV	12	12	156,618	159,558	76,008	196,008
Director, Student Health Services (Non-Physician)	058	II , III, IV	9	9	125,229	127,860	96,900	193,800

Benchmark Title	Survey Code	Admin Grade Level(s)	Inc. Count	Campus Count	Annual Base Pay			
					Average	Median	Minimum	Maximum
Student Affairs								
Director, Student Life	059	I , II , III	18	14	80,237	80,436	55,740	111,180
Head Coach	122	II , III, IV	56	11	140,797	122,622	61,320	258,168
Manager, Educational Testing	088	II , III	2	2	93,852	93,852	84,444	103,260
Manager, University Ceremonies & Events	161	I , II	10	9	69,590	73,980	45,600	81,000
Registrar	124	II , III	18	18	94,314	93,378	56,520	143,652
Student Discipline Officer	131	I , II	10	10	78,347	76,008	65,880	93,804
Student Grievance Officer	132	I , II , III	11	11	72,758	73,212	50,016	106,944
Supervisor, Nursing	112	I , II	3	3	87,868	75,000	72,960	115,645
Vice President, Student Affairs	004	IV	20	20	190,900	191,268	152,028	230,472
University Advancement								
Associate Vice President, University Advancement	010	III, IV	16	13	144,752	142,704	111,516	185,400
Director, Alumni Affairs	034	I , II , III, IV	20	19	92,713	95,109	62,820	141,876
Director, Development	039	I , II , III	24	12	88,950	85,434	64,452	132,168
Director, Public Affairs	053	II , III, IV	18	17	115,389	115,908	84,792	150,000
Director, University Union	061	II , III	3	3	110,020	120,048	81,492	128,520
Manager, Annual Giving	082	I , II	13	12	73,289	69,924	54,096	102,504
Manager, Corporate & Foundation Relations	087	I , II	13	11	84,265	87,996	61,320	100,332
Manager, Major Gifts	094	II , III	19	9	94,081	96,000	60,000	132,168
Manager, Planned Giving	099	II , III	9	9	102,727	99,912	79,044	126,684
Manager, Public Affairs	100	I , II , III	16	15	78,683	77,784	51,780	130,008
School Development Officer	125	I , II	55	11	86,467	90,000	53,712	135,000
Vice President, University Advancement	005	IV	20	20	199,622	197,712	152,016	239,208

MPP Internal Benchmark Salary Survey

Job Descriptions by Job Title

063 **Associate Dean, College of Agriculture**

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

064 **Associate Dean, College of Architecture**

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

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

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

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

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

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

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

068 **Associate Dean, College of Business**

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

069 **Associate Dean, College of Communications**

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

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

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

071 **Associate Dean, College of Education**

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

072 **Associate Dean, College of Engineering**

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

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

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

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

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

075 **Associate Dean, College of Science**

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

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

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

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

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

062 **Associate Dean, Graduate Programs**

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

078 **Associate Dean, Undergraduate Studies**

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

134 **Associate Director, Accounting**

Assists in directing campus accounting operations.

153 **Associate Director, Admissions**

Assists in directing student admissions functions that include applications processing, transfer articulation and transfer evaluations.

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.

154 **Associate Director, Sponsored Programs & Grants**

Assists in directing the campus sponsored programs/grants program.

155 **Associate Director, Student Life**

Assists the director by overseeing one or more student services areas that may include student orientation, social events, Greek programs, student government, newspapers, clubs, organizations, etc.

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/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**

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 ensures the equality of employment opportunities.

034 **Director, Alumni Affairs**

Directs the campus alumni affairs programs for the campus.

156 **Director, American Language Program**

Directs the activities of the American Language Program including planning and coordinating curriculum, student services and supervision of staff.

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.

157 **Director, Faculty Development**

Oversees and manages campus program relating to faculty professional development and the advancement of teaching and learning.

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 Affairs

Directs the campus public affairs function which may include marketing, communications, media relations, publications, social media, etc.

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, newspapers, clubs, organizations, etc.

061 **Director, University Union**

Directs student union operations.

158 **Division Administrative Officer**

Manages the fiscal and human resources functions for a division of the university such as Academic Affairs, Administration and Finance, Student Affairs or University Advancement.

121 **Executive Assistant to the President/Chief of Staff**

Assists the President in a wide range of executive 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. This is not an administrative position.

122 **Head Coach**

Manages the activities for a team sport. Exclude faculty positions.

046 **Human Resources Officer**

Directs campus human resources function for staff, management, and may include faculty. Responsible for administering and interpreting CSU policy and collective bargaining agreements.

123 **Lieutenant**

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

080 **Manager, Accounting**

Manages the daily operation of one or more campus accounting functions including accounts payable, accounts receivables, tax accounting and payroll.

081 **Manager, Administrative Services**

Manages one or more administrative functions of a department or school, including budget, collections, receivables, cashiering, purchasing, payables, personnel, information systems, space utilization, and equipment.

082 **Manager, Annual Giving**

Manages the campus annual fund-raising campaign, including direct mail and telemarketing campaigns.

083 **Manager, Applications Systems**

Manages programming application activities that apply knowledge of a particular subject matter to the development of computer programs and/or systems.

149 **Manager, Budget & Financial Services**

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.

159 Manager, Central Plant

Manages the maintenance of equipment in campus buildings, such as boilers, water purification and vacuum equipment, as well as mechanical maintenance of HVAC system equipment and filters. Ensures that work meets quality standards and complies with codes and regulations.

084 Manager, Compensation & Classification

Manages the campus compensation and/or classification program. If manages another HR program in addition to compensation and/or classification, report under 092 Manager, HR (Generalist).

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. If manages another HR program in addition to employment, report under 092 Manager, HR (Generalist).

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.

160 **Manager, Professional Development & Training**

Manages campus professional development and training programs including on- and off-campus workshops, e-Learning and CSU required training.

100 **Manager, Public Affairs**

Manages an area of the campus public affairs function which may include marketing, communications, media relations, publications, social media, etc.

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.

161 **Manager, University Ceremonies & Events**

Manages the coordination of major campus events including but not limited to commencement, fund raising, service awards, etc.

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.