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Date: April 3, 1995

To: Personnel Officers

From: Cathy Robinson, Director
Human Resources Administration

Subject: Update - Management Personnel Plan (MPP) Job Reporting System

HR 94-31 announced the implementation of a new job reporting system for Management Personnel Plan (MPP) positions effective January 1, 1995. Human Resources continues to finalize outstanding MPP Administrative Guide sections, modify MPP Compendium Reports and respond to campus questions. The following information is provided as an update to assist you in MPP administration:

**MPP Job Code Tables on the Campus Information Retrieval System (CIRS)**

The MPP job code system is comprised of a systemwide job code table and individual campus tables. This structure gives each campus flexibility in assigning campus specific job titles and creating an organizational structure if desired.

At the time of conversion, each campus was given a clone of the systemwide table. Each campus may delete, and subsequently add back, job codes to the campus table as long as the code that is being added is currently on the systemwide table; an on-line error message will occur if it is not. Each night an update process is run on CIRS. This enables the newly added job code to appear on campus reports the next day.

In response to campus concerns regarding the time and cost of preparing CIRS reports, Human Resources has removed "inactive" (not in current use) MPP job codes from systemwide and campus tables. These job codes remain available for campus use at any time. A complete list of available job codes is contained in your Administrative Guide. The process for job code "reactivation" is as follows:

1. Call Cathy Cox, Human Resources HRIS Specialist, at (310) 985-2654 and advise her that you want the code reactivated. (This process is only necessary if the code is inactive on the systemwide job code table.)

2. Ms. Cox will reactivate the job code on the systemwide job code table.

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3. The day following the code reactivation, campus staff can add the systemwide job code to the campus table by using the add function from the MPP on-line system.

4. The day following step 3, the job code will be in the campus job code table and a report with the new job code can be generated.

**MPP Job Reporting System Revisions**

At the request of a campus president or designee, Human Resources will add or revise MPP job codes and job code titles. Campuses will be advised via technical letter of changes to the *MPP Administrative Guide*, the systemwide MPP job code table, and MPP Compendium Reports.

When a new MPP job family or function is added, Human Resources will create only the MPP job codes specifically requested. Human Resources will not create the full set of nine possible categories for each function but will only create the requested reporting categories.

Human Resources has recently added the following functions:

- Auxiliary Enterprises MPP Job Family (X05 - General Administration and X06 - Multiple Functions)
- Athletics MPP Job Family (Q07 - General Administration and Q08 - Multiple Functions)
- University Advancement MPP Job family (U18 - Athletics Development).

The systemwide job code table includes the new codes. These changes will be reflected in the forthcoming revisions to the *MPP Administrative Guide*.

**Special License, Certificate or Registration Requirements for MPP Positions**

The State Controller’s Office no longer monitors campus compliance with special license, certificate or registration requirements for MPP Positions. The administrative guide will list positions which require special licenses, certificates or registration requirements. Responsibility for monitoring compliance with the requirements of an individual position is now administered by each campus personnel department.

With the implementation of the MPP Job Reporting System, campuses develop and administer their own position descriptions and/or classification standards for MPP Positions.

**Salary Increases**

A president may elect to provide a MPP employee with a salary increase if the duties and responsibilities of the employee’s position have changed significantly. The change in duties and responsibilities is evidenced by a change in the MPP job code or administrative grade level (AGL).

If you have questions, please call Ron Hull at (310) 985-2653, Pam Chapin at (310) 985-2652, or Cathy Cox at (310) 985-2654. Thank you.

CR/rh