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To: Presidents

From: June M. Cooper
Vice Chancellor
Human Resources and Operations

Subject: MPP Job Reporting System

In January, it will have been two years since Human Resources implemented a new job reporting system for management and supervisory positions. This new system, called the MPP Job Reporting System, replaced the outdated “tracking classes” with a structure which more accurately reflects campus organizational structures. We have been pleased with the enthusiastic response we have had to this new system and to the salary information it provides.

A number of presidents have requested that Human Resources prepare salary comparison reports for “key” campus positions such as vice presidents, associate vice presidents, deans, associate deans, and directors. In order to respond to this request, we are requesting your assistance in directing your MPP Job Reporting System Coordinator to enter actual working titles for each campus MPP position in the working title field. To date, this field has been optional. We need the titles entered initially by December 17, 1996 and kept updated in the future, as required. Thank you for your assistance. We will be able to provide more useful salary information in the future with these titles.

The CIRS (Campus Information Retrieval System) Manual provides detailed instructions on how to use this feature. If you have questions or concerns, please call Ron Hull (310/985-2653) or Pamela Chapin (310/985-2652) in Human Resources. For CIRS questions, contact Cathy Cox (310/985-2654) in Human Resources.

JC/rh

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