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Date: January 15, 1997

To: Personnel Officers

From: Cathy Robinson, Senior Director
Human Resources Administration

Subject: MPP SALARY COMPARISON STUDY UPDATE AND REVISION TO THE MPP JOB REPORTING SYSTEM ADMINISTRATIVE GUIDE

In order to assist you with salary planning and administration, Human Resources is preparing to update the MPP Salary Comparison Study. This study provides summary salary data on a wide range of CSU Management Personnel Plan (MPP) positions. In order to ensure the accuracy and inclusion of your campus information in this study, we are asking your assistance in correcting any invalid MPP job codes you may have at this time. The following information is provided to assist you:

- Revised Section 10 of the MPP Job Reporting System Administrative Guide (Attachment A). Section 10 contains information on how to correct invalid MPP job codes.
- A MPP job code diagram to assist your campus in entering MPP job codes for individual employees (Attachment B).
- A revised copy of Section 11 (Employment History Information) which was sent to you on October 16, 1996, as an attachment to HR 96-16 (Attachment C).

In an effort to keep required systemwide reporting as accurate as possible, Human Resources will audit MPP job codes on a quarterly basis. Your assistance in helping us ensure the accuracy of your campus MPP data is appreciated.

Thank you for your assistance in this important effort. If you have questions or concerns regarding the attached procedure or the MPP Job Reporting System, please contact Ron Hull (310/985-2653) or Pamela Chapin (310/985-2652) in Human Resources Administration.

CR/rh
Attachment

Distribution:

Presidents
Senior Director, Employee Relations
Vice Presidents, Administration
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Benefits Officers
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10. **CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS)**
MPP Job Reporting System

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS)

The MPP Job Reporting System utilizes the Campus Information Retrieval System (CIRS). The MPP Job Reporting System consists of:

- on-line job code tables, and
- CIRS reporting capabilities.

JOB CODE TABLES

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

1. Access
The MPP job code tables can be accessed through the main menu on the Campus Information Retrieval System (CIRS). Campus-designated CIRS users have the ability to update the campus tables. The Chancellor’s Office is responsible for updating the systemwide table. The campus CIRS coordinator has a list of those employees who maintain the campus table. Further information is provided in the instructions in the CIRS On-line Applications Manual, MPP Job Code Table Section, given to campus specified users at implementation.

2. Data Elements
The following is a description of the fields on the MPP Job Code Table. This information is included in the CIRS Manual.

- Job Code
  A four character code, comprised of one alpha followed by three digits, that identifies an individual job based on the MPP Job family, function, and category.
MPP Job Reporting System

- **MPP Family Title**
  This title is assigned by the systemwide office and may not be changed at the campus level.

- **Function Title**
  This title is assigned by the systemwide office and may not be changed at the campus level.

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

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

- **Affirmative Action Code**
  The affirmative action code created on the MPP Job Code Table will be used in IPEDS reporting of MPP employees. (Note: For non-MPP employees, the affirmative action code will continue to be based on the class code.)

- **Campus Organization Code/Title**
  These are optional fields that may be used by the campus for ad hoc reporting. The CIRS Manual provides instructions on how to use this feature to create customized reports and organizational charts.

3. **Maintenance**
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.
MPP Job Reporting System

In response to campus concerns regarding the time and cost of preparing CIRS reports, Human Resources 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.

Procedure for Reactivating Job Codes:

- A campus may "reactivate" a job code that is "inactive" on the systemwide job code table by making the request to the Human Resources Information Systems (HIRS) Specialist in the Chancellor’s Office.

- The HIRS Specialist reactivates the job code on the systemwide job code table.

- The day following the code reactivation, campus staff may add the systemwide job code to the campus table by using the add function from the MPP on-line system. Titles can be changed at this time.

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

REPORTS

1. Compendium Reports
   There are many reports that are available from the CIRS Compendium. Some include MPP job code as a data element. Others sort by job code and include only MPP employees. Refer to the compendium category “MPP Job Code” for available reports.

2. Ad Hoc Reporting
   Specialized ad hoc reports may also be produced. The CIRS user manual provides detailed instructions on report writing and data elements used in MPP job code reporting.

Administrative Guide (1/97)  Campus Information Retrieval System (CII)
MPP Job Reporting System

PROCEDURE FOR CORRECTING INVALID MPP JOB CODES

Print CIRS Compendium Report #PDC4093-2, Invalid MPP Job Code Entries
A list of invalid job codes on employment history records is available on the compendium feature of CIRS under the Campus Detail division, MPP Job Code category, Report Code B81. This report is generated monthly. Use the most recent monthly reporting cycle.

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

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

1. Key Errors on Employment History
   An example of a key error would be typing the letter “O” instead of zero when entering the job code on the employee’s PPT transaction. In this case the error report may list an employee’s job code as MQ12 instead of MQ12.
   
   For these types of errors, correct the originating transaction (i.e. CRO, A63) and enter the correct job code in Item 876. All subsequent transactions will need to be corrected.

   If the employee was appointed after CSU converted to the MPP Job Code System and was never assigned an MPP Job Code, or a subsequent reclassification did not have an MPP Job Code assigned, correct the originating appointment transaction entering the correct job code in Item 876. All subsequent transactions must also be corrected.

   If the employee was hired into the MPP before January 1, 1995, but was never assigned an MPP Job Code, a CRO transaction must be processed effective back to the implementation date of the MPP Job Code System. The
MPP Job Reporting System

implementation date was January 1, 1995, or the beginning of the academic pay period for the month of January 1995, or on the return from a leave. All subsequent transactions must also be corrected. In this case, Item 215 on the CRO must state CONV 876.

When correcting MPP job codes on the employee record, make sure that the new code has been entered on the campus MPP Job Code Table.

2. The MPP Job Code is correct according to the MPP Job Reporting System Administrative Guide but is still listed on the report.
In this case, the employment history for this employee is correct; however, the designated code is not on the campus table. To correct this problem, the campus CIRS User(s) with special on-line update capability for the CIRS MPP On-Line System will need to add the code(s) to the campus MPP Job Code Table. Reference the CIRS documentation mailed to each on-line user at the time his/her special security is established for detailed system instructions.

Adding The MPP Job Code To Your Campus Table
If an attempt to add an MPP Job Code to the campus table results in an on-line message that reads, "Job Code Does Not Exist On Systemwide File," this means that the code has not been established on the systemwide MPP Job Code Table. To add the job code to the systemwide table, call Cathy Cox, HIRS Specialist, in Human Resources (310/985-2654) and ask that it be added. The job code may be added to the campus table once the request has been processed, usually the next day. Campus reports will reflect the new information the day after it is entered on the campus table.

Question Regarding:

• Security, Procedures and Documentation for the On-Line CIRS System should be directed to the CIRS hotline (916/323-5694).

• Assigning MPP Job Codes or Program Policy should be directed to Ron Hull, Director of Personnel and Compensation Programs (310/985-2653) or Pamela Chapin, Manager of Personnel Programs (310/985-2652).
MPP Job Code

Key Entry Example (C035)

C 03 5

Family  Function  Category

Alpha  Numeric  Numeric

The MPP Job Code is a four character code, comprised of three separate elements that together identify an individual job.

- The first element is the Job Family which is always an alpha character. Examples of Job Families are: Finance (C), Human Resources (H), and Information Technology (I).

- The second element is the Job Function which is a 2 digit numeric field. Examples of functions are: Accounting (03), Payroll (12), and Computer Operations (04). Please note that there is a leading zero before the 3 and 4 in the Accounting and Operations examples.

- The third element is the Category which is a 1 digit numeric field. This field has possible values from 1 - 9 and designates the type of job (Administrator, Supervisor, or Professional) for federal government reporting purposes.

Assuming that the category is 5, we have the following job codes from our examples above: C035, H125, and I045. For more information on the MPP Job code, please refer to the MPP Administrative Guide.
MPP Job Reporting System

EMPLOYMENT HISTORY INFORMATION

APPOINTMENTS

Two types of codes are used to identify employees hired into Management Personnel Plan (MPP) positions:

The class code identifies the MPP Administrative Grade Level (AGL) which is keyed when MPP-related transactions are processed through the Personnel Information Management System (PIMS). (Please refer to the CSU PIMS manual for processing instructions.) The class code is incorporated into the CSU payscales as identified in the salary schedule, and is also required on Personnel/Payroll Transaction (PPT) documentation.

The second code is the Job Code, which identifies the MPP position in terms of family, function and category. This code is maintained through the Campus Information Retrieval Systems (CIRS). Campuses are responsible for categorizing MPP personnel by use of this system. This job code is also required on the Personnel/Payroll Transaction (PPT) documentation.

SALARY CHANGES

A president may elect to provide an MPP employee with a salary increase at any time, if there has been a significant change in the duties and responsibilities of the employee’s position. The change in duties and responsibilities is evidenced by a change in MPP job code and/or AGL.

A separate PPT transaction must be processed if an MPP employee’s class code, AGL or salary is changed. Such changes cannot be made to on-leave positions until the employee returns to active status.

SPECIAL LICENSE, CERTIFICATE & REGISTRATION REQUIREMENTS

The State Controller’s Office does not monitor campus compliance with special license, certificate or registration requirements for MPP positions. Responsibility for monitoring compliance with the requirements of an individual position is administered by each campus personnel department. Campus input of this data is voluntary for assistance with campus tracking.

Administrative Guide (10/96)
MPP Job Reporting System

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Typical Requirement</th>
<th>Renew Every</th>
<th>License Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCHITECT</td>
<td>Certificate of Registration as Architect (Consumer Affairs/Architectural Examiners)</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>ATTORNEY</td>
<td>Current Membership in California State Bar Association</td>
<td>Annual Dues</td>
<td>4</td>
</tr>
<tr>
<td>AUDITOR</td>
<td>Certified Public Accountant (CPA) Certificate (Consumer Affairs/Board of Accounting)</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Certified Internal Auditor (Institute of Internal Auditors/written exam)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLINICAL LAB</td>
<td>Clinical Laboratory Technologist License or Comparable (California Health Services Department)</td>
<td>1 Yr</td>
<td>4</td>
</tr>
<tr>
<td>TECH SUPV.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIVING SAFETY</td>
<td>Current/valid Diving Instructor's License issued by nationally recognized agency (Professional Association of Diving Instructors or National Association of Underwater Instructors or National Association of Scuba Diving Schools)</td>
<td>1 Yr</td>
<td>4</td>
</tr>
<tr>
<td>OFFICER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMERGENCY VECH.</td>
<td>Valid CA Drivers' License, Class C with Certificate to Drive Emergency Vehicles</td>
<td>Varies</td>
<td>1</td>
</tr>
<tr>
<td>SUPV.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGINEER</td>
<td>Certificate of Registration as Civil Engineer, Electrical Mechanical or Structural Engineer (Consumer Affairs/Registration for Professional Engineers and Land Surveyors)</td>
<td>4 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>FLEET SUPERVISOR</td>
<td>Valid CA Drivers' License, Class C</td>
<td>Varies</td>
<td>1</td>
</tr>
<tr>
<td>PARKING SUPERVISOR</td>
<td>Valid CA Drivers' License, Class C</td>
<td>Varies</td>
<td>1</td>
</tr>
</tbody>
</table>
### MPP Job Reporting System

<table>
<thead>
<tr>
<th>Position</th>
<th>Typical Requirement</th>
<th>Renew Every</th>
<th>PIMS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICIAN SUPV./MEDICAL DIR.</td>
<td>License to practice medicine in CA (Consumer Affairs/Medical Quality Assurance) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor's Office.</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>PUBLIC SAFETY DIRECTOR/CHIEF OF POLICE</td>
<td>Valid CA Drivers' License, Class C and P.O.S.T. Certification</td>
<td>Varies</td>
<td>1</td>
</tr>
<tr>
<td>STUDENT HEALTH CENTER DIR.</td>
<td>License to practice medicine in CA (Consumer Affairs/Medical Quality Assurance) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor's Office.</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
<tr>
<td>NURSE SUPV.</td>
<td>Registered Nurse License (Consumer Affairs/Board of Registered Nurses)</td>
<td>2 Yrs</td>
<td>2</td>
</tr>
</tbody>
</table>