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

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration

**Subject:** **MPP Job Reporting System Administrative Guide**

Human Resources Administration is pleased to provide an updated Management Personnel Plan (MPP) Job Reporting System Administrative Guide. The guide has been updated and reformatted to a new electronic version and can be downloaded from Systemwide Human Resources' MPP Employee Policies and Programs Web site at: <http://www.calstate.edu/HRAdm/Policies/mpp.shtml>.

The following updates to the MPP Job Reporting System Administrative Guide have been made:

- New - Introduction Section – Provided history of the MPP and background of the MPP Job Reporting System
- Instructions Section – Clarified instructions for assigning an MPP Job Code
- Salary Administration Section – Updated information and instructions
- Added a new Job Function “04-Other Management” to Job Family “Y – Other”
- IPEDS Section – Clarified how the MPP Job Codes are used for IPEDS reporting

Future updates to this guide will be made to the Web version and will be communicated via a Technical Letter. Campuses are no longer required to maintain the existing hardcopy version.

If you have any questions regarding this guide, please contact Gina Caywood or Arlene Coronel at (562) 951-4411. This document is available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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**California State University**  
**Office of the Chancellor**

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**Management Personnel Plan**

**Job Reporting System**  
**Administrative Guide**

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### INTRODUCTION

**Background:** Prior to 1984, the California State University (CSU) management and supervisory positions, as defined by the Higher Education Employer-Employee Relations Act (HEERA), were classified in task-oriented, narrowly-defined classifications. In 1984, the CSU replaced this management/supervisory classification structure with the Management Personnel Plan (MPP). The MPP, defined in Title 5, Article 2.2, is an integrated personnel system addressing employment rights, benefits, and conditions for employees designated as "management" or "supervisory" under HEERA. The MPP was and is designed to be a flexible personnel program consisting of four very broad generic classification levels (Administrator I, II, III and IV) and correspondingly broad salary ranges. For a few years, the old classifications were referred to as "tracking classes." However, administrative references to these tracking classes were eliminated December 31, 1994 (refer to [HR Letter 1994-30](#)).

**Introduction to the MPP Job Reporting System:** On January 1, 1995, the MPP Job Reporting System was implemented to meet federal and state reporting requirements and to address campus and systemwide reporting needs. Consistent with federal and state reporting requirements, this system is structured to report MPP employees in the following categories:

- **Administrators** – Those who have full budgetary, personnel authority, and responsibility for formulating and administering policies and programs in the assigned functional area (e.g., Vice Presidents, Deans, Senior Managers).
- **Supervisors** – Those who have the authority to hire, discipline, promote or discharge a group of employees (e.g., Payroll Supervisor, Accounting Supervisor).
- **Professionals** – Those who have significant responsibility for formulating and administering policies for an assigned program or functional area (e.g., Attorneys, Labor Relations Managers, Affirmative Action Officers).

Campuses are responsible for assigning each MPP employee with a MPP Job Code which determines the appropriate category defined above. This guide provides campuses with instructions and information on assigning MPP Job Codes.

### INSTRUCTIONS

#### USING THE MPP JOB REPORTING SYSTEM

Campuses are responsible for assigning an MPP employee into the appropriate category. The MPP Job Reporting System is designed exclusively for MPP positions. A position may be assigned to this system by following the procedures outlined below:

**1. Evaluating the Job**

Review and evaluate the position to determine if it meets the Higher Education Employer-Employee Relations Act (HEERA) criteria for inclusion in the MPP.

**2. Selecting a MPP Job Code**

The MPP Job Code consists of the following three elements: Job Family, Job Function, and Job Category (aka reporting category). The first step is to determine the most appropriate MPP Job Code for the position. Select the MPP Job Code which best represents the Job Family, Job Function, and Job Category of the position:

- **Job Family**                      The first digit of the MPP Job Code represents the Job Family. The Job Family includes job functions that share similarities in the nature of work. Refer to the MPP Job Family Table section for a brief description of each Job Family.
  
- **Job Function**                      The second and third digits of the MPP Job Code identify the Job Function. The Job Function describes work activities commonly associated with a particular occupational group or discipline. Job Functions are provided in two sorts: 1) by Job Family, and 2) in alphabetical order. In addition, Job Function descriptions are also provided. Refer to the appropriate section in this guide.
  
- **Job Category**                      The fourth digit of the MPP Job Code represents the Job Category which HR Administration uses to assign the appropriate Affirmative Action Code. The Job Category indicates the reporting category to which a position is assigned. For reporting category definitions, refer to the Reporting Categories section in this guide.

Once a MPP Job Code has been selected for a position, check the Affirmative Action code on the MPP Job Code table to ensure that the MPP Job Code selected appropriately categorizes the position for IPEDS reporting. Refer to the CIRS section for information on how to access the MPP Job Code table. Refer to IPEDS section for information on how the Affirmative Action code is used for IPEDS reporting.

### 3. **Selecting a Campus Job Title**

A generic title and an abbreviated title have been assigned to each MPP Job Code. The campus may override this title with one that more accurately describes the duties of the position. This may be accomplished through CIRS and instructions are found in the CIRS section. The campus working title may be used if desired.

### 4. **Using a Campus Organization Code**

The campus has the option of entering a user-defined code and title which identifies a reporting relationship or organizational structure unique to the campus.

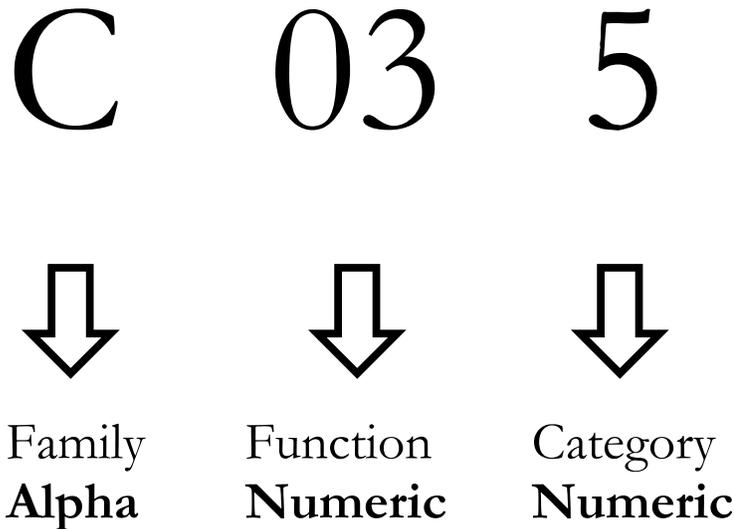
### 5. **Determining the Salary Range**

Once the MPP Job Code has been determined, select the desired salary range (MPP Administrative Grade Levels I-IV) for the position. This decision typically is based on such factors as internal equity, reporting relationships, external market analysis, and recruitment needs.

### 6. **Implementation**

The final step is to prepare the appropriate payroll and personnel transaction documents to update PIMS, the SCO's employment history system. Refer to the Employment History Information section for more information on this process.

## MPP JOB CODE KEY ENTRY EXAMPLE (C035)



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 Job Functions are: Accounting (03), Payroll (12), and Computer Operations (04). Please note that there is a leading zero (not the letter “O”) before the 3 and 4 in the Accounting and Operations examples.
- The third element is the Job 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 reporting purposes.

### MPP JOB FAMILY TABLE

<b><u>Code</u></b>	<b><u>Name and Description</u></b>
<b>A</b>	<b>Administrative Affairs</b> Positions having responsibility for campus administrative affairs functions, including general administration, executive support, administrative planning and analysis, administrative information systems, program management, project management, and departmental administrative services.
<b>B</b>	<b>Business Operations</b> Positions having responsibility for campus business operations functions, including general administration, automotive and equipment maintenance, building and trades maintenance, contracts and grants, custodial services, grounds and landscaping services, inventory planning and control, business information systems, mailing services, purchasing, reproduction and reprographics, and shipping and receiving.
<b>C</b>	<b>Finance</b> Positions having responsibility for campus finance functions, including general administration, accounting, auxiliaries' fiscal management, asset/trust accounting, auditing, budget, cashiering, cash management, collections, financial aid accounting, financial planning and analysis, and financial information systems.
<b>E</b>	<b>Environmental Health and Safety</b> Positions having responsibility for campus environmental health and safety functions, including general administration, occupational health and safety, hazardous materials management, hazardous waste management, radiation safety, risk management, and industrial hygiene.
<b>F</b>	<b>Facilities Management</b> Positions having responsibility for campus facilities management functions, including general administration, architectural services, construction projects, energy management, engineering services, facilities planning, housing operations, facilities information systems, plant operations, technical equipment, work control, space utilization, satellite facilities management, and complex facilities management.
<b>G</b>	<b>Legal Services</b> Positions providing legal counsel to a campus president.
<b>H</b>	<b>Human Resources</b> Positions having responsibility for campus human resources functions, including general administration, benefits, compensation and classification, employee relations, employment, employee diversity programs, human resources information systems, training and staff development, workers' compensation, employee assistance, and payroll.

- I Information Technology**  
Positions having responsibility for campus information technology functions, including general administration, applications systems, computer operations, database administration, end user information systems, network control, operating/software systems, programming/analysis, multi-media services, telecommunications, and user support services.
- L Library and Information Science**  
Positions having responsibility for campus library and information science functions, including general administration, information services, technical services, media and audio/visual services, access services, library information systems, documents, and library special collections.
- M Academic Affairs**  
Positions having responsibility for campus academic affairs functions, including general administration, administrative support, academic planning and analysis, academic programs, academic advising, faculty affairs, faculty research and development, institutional studies, international programs, off-campus programs, teacher credential programs, and academic information systems.
- N Schools and Colleges**  
Positions having administrative responsibility for campus instructional units, including agriculture, architecture and environmental design, arts, letters, humanities, business, communications, continuing and extended education, education, engineering and computer science, fine arts, graduate programs, health and human services, undergraduate programs, mathematics, sciences, service-related professions, and social sciences.
- O Instructional Support**  
Positional having responsibility for campus instructional support functions, including laboratory management, research program management, farm management, instructional information systems, marine education, CMA engineering services, CMA shipboard training, and research science.
- P Public Safety**  
Positions having responsibility for public safety functions, including police services, security services, and parking services.
- Q Athletics**  
Positions having responsibility for campus athletics functions, including general administration, major sports, minor sports, sports information, CMA sports and recreation programs, intramural and recreation programs, and ticket management.
- R Enrollment Services**  
Positions having responsibility for campus enrollment services functions, including general administration, admissions, financial aid, international admissions, registration and records, and testing.

**S Student Services**

Positions having responsibility for student services functions, including general administration, administrative support, career development and placement, disabled student services, student academic services, residence halls, learning resources, multi-cultural services, student life, and student information systems.

**T Student Health Services**

Positions having responsibility for student health functions, including general administration, counseling and psychological services, clinical laboratory services, health records, nursing services, and medical services.

**U University Advancement**

Positions having responsibility for university advancement functions, including general administration, alumni affairs, annual giving, capital campaign, corporate and foundation relations, major gifts, planned giving, prospect research, development information systems, campus development, school/college development, governmental/community relations, public relations, events planning, publications, CMA development, and athletics development.

**X Auxiliary Enterprises**

Positions having responsibility for campus auxiliary functions, including general administration, university union, bookstore, food service, and food preparation.

**Y Other**

Positions having responsibility for functions not included elsewhere in this plan (e.g., radio station management, television station management, museum curatorship, other management).

**Z Systemwide Function**

Positions having responsibility for systemwide functions, including academic affairs, business and finance, general counsel, human resources, physical planning and development, internal audit, information resources and technology, institutional advancement, public affairs, federal relations, and governmental affairs.

### FUNCTIONS BY MPP JOB FAMILY CODE

<u><i>MPP Job Family</i></u>	<u><i>Code</i></u>	<u><i>Function Name</i></u>	<u><i>Code</i></u>
Administrative Affairs	A	General Administration	01
Administrative Affairs	A	Executive Support	02
Administrative Affairs	A	Administration Planning & Analysis	03
Administrative Affairs	A	Administrative Information Systems	04
Administrative Affairs	A	Program Management	05
Administrative Affairs	A	Project Management	06
Administrative Affairs	A	Departmental Administrative Services	07
Business Operations	B	General Administration	01
Business Operations	B	Multiple Functions	02
Business Operations	B	Automotive & Equipment Maintenance	03
Business Operations	B	Building & Trades Maintenance	04
Business Operations	B	Contracts & Grants	05
Business Operations	B	Custodial Services	06
Business Operations	B	Grounds & Landscaping Services	07
Business Operations	B	Inventory Planning & Control	08
Business Operations	B	Business Information Systems	09
Business Operations	B	Mailing Services	10
Business Operations	B	Purchasing	11
Business Operations	B	Reproduction & Reprographics	12
Business Operations	B	Shipping and Receiving	13
Finance	C	General Administration	01
Finance	C	Multiple Functions	02
Finance	C	Accounting	03
Finance	C	Fiscal Management- Auxiliaries	04
Finance	C	Asset/Trust Accounting	05
Finance	C	Auditing	06
Finance	C	Budget	07
Finance	C	Cashiering	08
Finance	C	Cash Management	09
Finance	C	Collections	10
Finance	C	Financial Aid Accounting	11
Finance	C	Financial Planning & Analysis	12
Finance	C	Financial Information Systems	13
Environmental Health and Safety	E	General Administration	01
Environmental Health and Safety	E	Multiple Functions	02
Environmental Health and Safety	E	Occupational Health & Safety	03
Environmental Health and Safety	E	Hazardous Materials Management	04
Environmental Health and Safety	E	Hazardous Waste Management	05
Environmental Health and Safety	E	Radiation Safety	06
Environmental Health and Safety	E	Risk Management	07
Environmental Health and Safety	E	Industrial Hygiene	08
Facilities Management	F	General Administration	01
Facilities Management	F	Multiple Functions	02

<b><u>MPP Job Family</u></b>	<b><u>Code</u></b>	<b><u>Function Name</u></b>	<b><u>Code</u></b>
Facilities Management	F	<i>Architecture Services</i>	03
Facilities Management	F	<i>Construction Projects</i>	04
Facilities Management	F	<i>Energy Management</i>	05
Facilities Management	F	<i>Engineering Services</i>	06
Facilities Management	F	<i>Facilities Planning</i>	07
Facilities Management	F	<i>Housing Operations</i>	08
Facilities Management	F	<i>Facilities Information Systems</i>	09
Facilities Management	F	<i>Plant Operations</i>	10
Facilities Management	F	<i>Technical Equipment</i>	11
Facilities Management	F	<i>Work Control</i>	12
Facilities Management	F	<i>Space Utilization</i>	13
Facilities Management	F	<i>Satellite Facilities Management</i>	14
Facilities Management	F	<i>Complex Facilities Management</i>	15
Legal Services	G	<i>Campus Legal Counsel</i>	01
Human Resources	H	<i>General Administration</i>	01
Human Resources	H	<i>Multiple Functions</i>	02
Human Resources	H	<i>Benefits</i>	03
Human Resources	H	<i>Compensation &amp; Classification</i>	04
Human Resources	H	<i>Employee Relations</i>	05
Human Resources	H	<i>Employment</i>	06
Human Resources	H	<i>Employee Diversity Programs</i>	07
Human Resources	H	<i>Human Resources Information Systems</i>	08
Human Resources	H	<i>Training &amp; Staff Development</i>	09
Human Resources	H	<i>Workers' Compensation</i>	10
Human Resources	H	<i>Employee Assistance</i>	11
Human Resources	H	<i>Payroll</i>	12
Information Technology	I	<i>General Administration</i>	01
Information Technology	I	<i>Multiple Functions</i>	02
Information Technology	I	<i>Applications Systems</i>	03
Information Technology	I	<i>Computer Operations</i>	04
Information Technology	I	<i>Database Administration</i>	05
Information Technology	I	<i>End User Information Systems</i>	06
Information Technology	I	<i>Network Control</i>	07
Information Technology	I	<i>Operating/ Software Systems</i>	08
Information Technology	I	<i>Programming/ Analysis</i>	09
Information Technology	I	<i>Multi-Media Services</i>	10
Information Technology	I	<i>Telecommunications</i>	11
Information Technology	I	<i>User Support Services</i>	12
Library & Information Science	L	<i>General Administration</i>	01
Library & Information Science	L	<i>Multiple Functions</i>	02
Library & Information Science	L	<i>Information Services</i>	03
Library & Information Science	L	<i>Technical Services</i>	04
Library & Information Science	L	<i>Media &amp; Audio/ Visual Services</i>	05
Library & Information Science	L	<i>Access Services</i>	06
Library & Information Science	L	<i>Library Information Systems</i>	07
Library & Information Science	L	<i>Documents</i>	08
Library & Information Science	L	<i>Library Special Collections</i>	09

<b><i>MPP Job Family</i></b>	<b><i>Code</i></b>	<b><i>Function Name</i></b>	<b><i>Code</i></b>
Academic Affairs	M	<i>General Administration</i>	01
Academic Affairs	M	<i>Multiple Functions</i>	02
Academic Affairs	M	<i>Administrative Support</i>	03
Academic Affairs	M	<i>Academic Planning &amp; Analysis</i>	04
Academic Affairs	M	<i>Academic Programs</i>	05
Academic Affairs	M	<i>Academic Advising</i>	06
Academic Affairs	M	<i>Faculty Affairs</i>	07
Academic Affairs	M	<i>Faculty Research &amp; Development</i>	08
Academic Affairs	M	<i>Institutional Studies</i>	09
Academic Affairs	M	<i>International Programs</i>	10
Academic Affairs	M	<i>Off-Campus Programs</i>	11
Academic Affairs	M	<i>Teacher Credential Programs</i>	12
Academic Affairs	M	<i>Academic Information Systems</i>	13
Schools & Colleges	N	<i>Agriculture</i>	01
Schools & Colleges	N	<i>Architecture &amp; Environmental Design</i>	02
Schools & Colleges	N	<i>Arts &amp; Letters</i>	03
Schools & Colleges	N	<i>Arts &amp; Sciences</i>	04
Schools & Colleges	N	<i>Arts, Letters &amp; Humanities</i>	05
Schools & Colleges	N	<i>Business</i>	06
Schools & Colleges	N	<i>Communications</i>	07
Schools & Colleges	N	<i>Continuing &amp; Extended Education</i>	08
Schools & Colleges	N	<i>Education</i>	09
Schools & Colleges	N	<i>Engineering &amp; Computer Science</i>	10
Schools & Colleges	N	<i>Fine Arts</i>	11
Schools & Colleges	N	<i>Graduate Programs</i>	12
Schools & Colleges	N	<i>Health &amp; Human Services</i>	13
Schools & Colleges	N	<i>Humanities</i>	14
Schools & Colleges	N	<i>Undergraduate Programs</i>	15
Schools & Colleges	N	<i>Science &amp; Mathematics</i>	16
Schools & Colleges	N	<i>Sciences</i>	17
Schools & Colleges	N	<i>Service-Related Professions</i>	18
Schools & Colleges	N	<i>Social Sciences</i>	19
Schools & Colleges	N	<i>Schools &amp; Colleges – Other</i>	20
Instructional Support	O	<i>Laboratory Management</i>	01
Instructional Support	O	<i>Research Program Management</i>	02
Instructional Support	O	<i>Farm Management</i>	03
Instructional Support	O	<i>Instructional Information Systems</i>	04
Instructional Support	O	<i>Marine Education</i>	05
Instructional Support	O	<i>CMA Engineering Services</i>	06
Instructional Support	O	<i>CMA Shipboard Training</i>	07
Instructional Support	O	<i>Research Science</i>	08
Public Safety	P	<i>Police Services</i>	01
Public Safety	P	<i>Security Services</i>	02
Public Safety	P	<i>Parking Services</i>	03
Athletics	Q	<i>Major Sports</i>	01
Athletics	Q	<i>Minor Sports</i>	02
Athletics	Q	<i>Sports Information</i>	03

<u><b>MPP Job Family</b></u>	<u><b>Code</b></u>	<u><b>Function Name</b></u>	<u><b>Code</b></u>
Athletics	Q	<i>CMA Sports &amp; Recreation Programs</i>	04
Athletics	Q	<i>Intramural &amp; Recreation Programs</i>	05
Athletics	Q	<i>Ticket Management</i>	06
Athletics	Q	<i>General Administration</i>	07
Athletics	Q	<i>Multiple Functions</i>	08
Enrollment Services	R	<i>General Administration</i>	01
Enrollment Services	R	<i>Multiple Functions</i>	02
Enrollment Services	R	<i>Admissions</i>	03
Enrollment Services	R	<i>Admissions &amp; Financial Aid</i>	04
Enrollment Services	R	<i>Admissions &amp; Records</i>	05
Enrollment Services	R	<i>Financial Aid</i>	06
Enrollment Services	R	<i>International Admissions</i>	07
Enrollment Services	R	<i>Registration &amp; Records</i>	08
Enrollment Services	R	<i>Testing</i>	09
Student Services	S	<i>General Administration</i>	01
Student Services	S	<i>Multiple Functions</i>	02
Student Services	S	<i>Administrative Support</i>	03
Student Services	S	<i>Career Development &amp; Placement</i>	04
Student Services	S	<i>Disabled Student Services</i>	05
Student Services	S	<i>Student Academic Services</i>	06
Student Services	S	<i>Residence Halls</i>	07
Student Services	S	<i>Learning Resources</i>	08
Student Services	S	<i>Multi-Cultural Services</i>	09
Student Services	S	<i>Student Life</i>	10
Student Services	S	<i>Student Information Systems</i>	11
Student Health	T	<i>General Administration</i>	01
Student Health	T	<i>Multiple Functions</i>	02
Student Health	T	<i>Counseling &amp; Psychological Services</i>	03
Student Health	T	<i>Clinical Laboratory Services</i>	04
Student Health	T	<i>Health Records</i>	05
Student Health	T	<i>Nursing Services</i>	07
Student Health	T	<i>Medical Services</i>	07
University Advancement	U	<i>General Administration</i>	01
University Advancement	U	<i>Multiple Functions</i>	02
University Advancement	U	<i>Alumni Affairs</i>	03
University Advancement	U	<i>Annual Giving</i>	04
University Advancement	U	<i>Capital Campaign</i>	05
University Advancement	U	<i>Corporate &amp; Foundation Relations</i>	06
University Advancement	U	<i>Major Gifts</i>	07
University Advancement	U	<i>Planned Giving</i>	08
University Advancement	U	<i>Prospect Research</i>	09
University Advancement	U	<i>Development Information Systems</i>	10
University Advancement	U	<i>Campus Development</i>	11
University Advancement	U	<i>School/ College Development</i>	12
University Advancement	U	<i>Governmental/ Community Relations</i>	13
University Advancement	U	<i>Public Relations</i>	14
University Advancement	U	<i>Events Planning</i>	15

<b><u>MPP Job Family</u></b>	<b><u>Code</u></b>	<b><u>Function Name</u></b>	<b><u>Code</u></b>
University Advancement	U	<i>Publications</i>	16
University Advancement	U	<i>CMA Development</i>	17
University Advancement	U	<i>Athletics Development</i>	18
Auxiliary Enterprises	X	<i>University Union</i>	01
Auxiliary Enterprises	X	<i>Bookstore</i>	02
Auxiliary Enterprises	X	<i>Food Service</i>	03
Auxiliary Enterprises	X	<i>Food Preparation</i>	04
Auxiliary Enterprises	X	<i>General Administration</i>	05
Auxiliary Enterprises	X	<i>Multiple Functions</i>	06
Other	Y	<i>Radio Station Management</i>	01
Other	Y	<i>Television Station Management</i>	02
Other	Y	<i>Museum Curatorship</i>	03
Other	Y	<i>Other Management</i>	04
Systemwide Function	Z	<i>Academic Affairs Administration</i>	01
Systemwide Function	Z	<i>Academic Programs &amp; Support</i>	02
Systemwide Function	Z	<i>Academic Access &amp; Retention</i>	03
Systemwide Function	Z	<i>Academic Analysis &amp; Planning</i>	04
Systemwide Function	Z	<i>Institutional Relations</i>	05
Systemwide Function	Z	<i>International Programs</i>	06
Systemwide Function	Z	<i>Academic Research &amp; Development</i>	07
Systemwide Function	Z	<i>Continuing &amp; Extended Education</i>	08
Systemwide Function	Z	<i>Executive Management</i>	09
Systemwide Function	Z	<i>Executive Administrative Support</i>	10
Systemwide Function	Z	<i>Program Administration</i>	11
Systemwide Function	Z	<i>Project Management</i>	12
Systemwide Function	Z	<i>Business &amp; Finance Administration</i>	13
Systemwide Function	Z	<i>Business &amp; Finance-Multiple Functions</i>	14
Systemwide Function	Z	<i>Accounting</i>	15
Systemwide Function	Z	<i>Auxiliaries Planning &amp; Bonds</i>	16
Systemwide Function	Z	<i>Budget Administration</i>	17
Systemwide Function	Z	<i>Contracts &amp; Procurement</i>	18
Systemwide Function	Z	<i>Administrative Planning &amp; Analysis</i>	19
Systemwide Function	Z	<i>General Counsel Administration</i>	20
Systemwide Function	Z	<i>General Counsel Administrative Support</i>	21
Systemwide Function	Z	<i>Campus General Counsel</i>	22
Systemwide Function	Z	<i>General Counsel Litigation</i>	23
Systemwide Function	Z	<i>Human Resources Administration</i>	24
Systemwide Function	Z	<i>Human Resources- Multiple Functions</i>	25
Systemwide Function	Z	<i>Academic Personnel</i>	26
Systemwide Function	Z	<i>Employee Diversity</i>	27
Systemwide Function	Z	<i>Employee Relations</i>	28
Systemwide Function	Z	<i>Human Resource Programs</i>	29
Systemwide Function	Z	<i>Public Safety</i>	30
Systemwide Function	Z	<i>Human Resource Information Systems</i>	31
Systemwide Function	Z	<i>Physical Planning &amp; Development</i>	32
Systemwide Function	Z	<i>PP&amp;D- Multiple Functions</i>	33
Systemwide Function	Z	<i>Construction Management</i>	34

<u><i>MPP Job Family</i></u>	<u><i>Code</i></u>	<u><i>Function Name</i></u>	<u><i>Code</i></u>
Systemwide Function	Z	<i>Energy &amp; Utilities</i>	35
Systemwide Function	Z	<i>Environmental Resources</i>	36
Systemwide Function	Z	<i>PP&amp;D – Planning</i>	37
Systemwide Function	Z	<i>Plant Operation Services</i>	38
Systemwide Function	Z	<i>Internal Audit</i>	39
Systemwide Function	Z	<i>Information Resources &amp; Technology</i>	40
Systemwide Function	Z	<i>IRT – Multiple Functions</i>	41
Systemwide Function	Z	<i>Information Management Systems</i>	42
Systemwide Function	Z	<i>Telecommunications &amp; Network Resources</i>	43
Systemwide Function	Z	<i>Academic Instruction &amp; Library Services</i>	44
Systemwide Function	Z	<i>Institutional Advancement</i>	45
Systemwide Function	Z	<i>Public Affairs</i>	46
Systemwide Function	Z	<i>Development</i>	47
Systemwide Function	Z	<i>Federal Relations</i>	48
Systemwide Function	Z	<i>Governmental Affairs</i>	49

### FUNCTIONS LISTED ALPHABETICALLY

<b><i>Function Name</i></b>	<b><i>Code</i></b>	<b><i>MPP Job Family Name</i></b>	<b><i>Code</i></b>
Academic Access & Retention	03	<i>Systemwide Function</i>	Z
Academic Advising	06	<i>Academic Affairs</i>	M
Academic Affairs Administration	01	<i>Systemwide Function</i>	Z
Academic Analysis & Planning	04	<i>Systemwide Function</i>	Z
Academic Information Systems	13	<i>Academic Affairs</i>	M
Academic Instruction & Library Services	44	<i>Systemwide Function</i>	Z
Academic Personnel	26	<i>Systemwide Function</i>	Z
Academic Planning & Analysis	04	<i>Academic Affairs</i>	M
Academic Programs	05	<i>Academic Affairs</i>	M
Academic Programs & Support	02	<i>Systemwide Function</i>	Z
Academic Research & Development	07	<i>Systemwide Function</i>	Z
Access Services	06	<i>Library &amp; Information Science</i>	L
Accounting	03	<i>Finance</i>	C
Accounting	15	<i>Systemwide Function</i>	Z
Administrative Information Systems	04	<i>Administrative Affairs</i>	A
Administrative Planning & Analysis	03	<i>Administrative Affairs</i>	A
Administrative Planning & Analysis	19	<i>Systemwide Function</i>	Z
Administrative Support	03	<i>Academic Affairs</i>	M
Administrative Support	03	<i>Student Services</i>	S
Admissions	03	<i>Enrollment Services</i>	R
Admissions & Financial Aid	04	<i>Enrollment Services</i>	R
Admissions & Records	05	<i>Enrollment Services</i>	R
Agriculture	01	<i>Schools &amp; Colleges</i>	N
Alumni Affairs	03	<i>University Advancement</i>	U
Annual Giving	04	<i>University Advancement</i>	U
Applications Systems	03	<i>Information Technology</i>	I
Architecture & Environmental Design	02	<i>Schools &amp; Colleges</i>	N
Architecture Services	03	<i>Facilities Management</i>	F
Arts & Letters	03	<i>Schools &amp; Colleges</i>	N
Arts & Sciences	04	<i>Schools &amp; Colleges</i>	N
Arts, Letters & Humanities	05	<i>Schools &amp; Colleges</i>	N
Asset/Trust Accounting	05	<i>Finance</i>	C
Auditing	06	<i>Finance</i>	C
Automotive & Equipment Maintenance	03	<i>Business Operations</i>	B
Auxiliaries Planning & Bonds	16	<i>Systemwide Function</i>	Z
Benefits	03	<i>Human Resources</i>	H
Bookstore	02	<i>Auxiliary Enterprises</i>	X
Budget	07	<i>Finance</i>	C
Budget Administration	17	<i>Systemwide Function</i>	Z
Building & Trades Maintenance	04	<i>Business Operations</i>	B

<u><i>Function Name</i></u>	<u><i>Code</i></u>	<u><i>MPP Job Family Name</i></u>	<u><i>Code</i></u>
Business	06	<i>Schools &amp; Colleges</i>	N
Business & Finance Administration	13	<i>Systemwide Function</i>	Z
Business & Finance-Multiple Functions	14	<i>Systemwide Function</i>	Z
Business Information Systems	09	<i>Business Operations</i>	B
Campus Development	11	<i>University Advancement</i>	U
Campus General Counsel	22	<i>Systemwide Function</i>	Z
Campus Legal Counsel	01	<i>Legal Services</i>	G
Capital Campaign	05	<i>University Advancement</i>	U
Career Development & Placement	04	<i>Student Services</i>	S
Cash Management	09	<i>Finance</i>	C
Cashiering	08	<i>Finance</i>	C
Clinical Laboratory Services	04	<i>Student Health</i>	T
CMA Development	17	<i>University Advancement</i>	U
CMA Engineering Services	06	<i>Instructional Support</i>	O
CMA Shipboard Training	07	<i>Instructional Support</i>	O
CMA Sports & Recreation Programs	04	<i>Athletics</i>	Q
Collections	10	<i>Finance</i>	C
Communications	07	<i>Schools &amp; Colleges</i>	N
Compensation & Classification	04	<i>Human Resources</i>	H
Complex Facilities Management	15	<i>Facilities Management</i>	F
Computer Operations	04	<i>Information Technology</i>	I
Construction Management	34	<i>Systemwide Function</i>	Z
Construction Projects	04	<i>Facilities Management</i>	F
Continuing & Extended Education	08	<i>Schools &amp; Colleges</i>	N
Continuing & Extended Education	08	<i>Systemwide Function</i>	Z
Contracts & Grants	05	<i>Business Operations</i>	B
Contracts & Procurement	18	<i>Systemwide Function</i>	Z
Corporate & Foundation Relations	06	<i>University Advancement</i>	U
Counseling & Psychological Services	03	<i>Student Health</i>	T
Custodial Services	06	<i>Business Operations</i>	B
Database Administration	05	<i>Information Technology</i>	I
Departmental Administrative Services	07	<i>Administrative Affairs</i>	A
Development	47	<i>Systemwide Function</i>	Z
Development Information Systems	10	<i>University Advancement</i>	U
Disabled Student Services	05	<i>Student Services</i>	S
Documents	08	<i>Library &amp; Information Science</i>	L
Education	09	<i>Schools &amp; Colleges</i>	N
Employee Assistance	11	<i>Human Resources</i>	H
Employee Diversity	27	<i>Systemwide Function</i>	Z
Employee Diversity Programs	07	<i>Human Resources</i>	H
Employee Relations	05	<i>Human Resources</i>	H
Employee Relations	28	<i>Systemwide Function</i>	Z
Employment	06	<i>Human Resources</i>	H
End User Information Systems	06	<i>Information Technology</i>	I

<u><i>Function Name</i></u>	<u><i>Code</i></u>	<u><i>MPP Job Family Name</i></u>	<u><i>Code</i></u>
Energy & Utilities	35	<i>Systemwide Function</i>	Z
Energy Management	05	<i>Facilities Management</i>	F
Engineering & Computer Science	10	<i>Schools &amp; Colleges</i>	N
Engineering Services	06	<i>Facilities Management</i>	F
Environmental Resources	36	<i>Systemwide Function</i>	Z
Events Planning	15	<i>University Advancement</i>	U
Executive Administrative Support	10	<i>Systemwide Function</i>	Z
Executive Management	09	<i>Systemwide Function</i>	Z
Executive Support	02	<i>Administrative Affairs</i>	A
Facilities Information Systems	09	<i>Facilities Management</i>	F
Facilities Planning	07	<i>Facilities Management</i>	F
Faculty Affairs	07	<i>Academic Affairs</i>	M
Faculty Research & Development	08	<i>Academic Affairs</i>	M
Farm Management	03	<i>Instructional Support</i>	O
Federal Relations	48	<i>Systemwide Function</i>	Z
Financial Aid	06	<i>Enrollment Services</i>	R
Financial Aid Accounting	11	<i>Finance</i>	C
Financial Information Systems	13	<i>Finance</i>	C
Financial Planning & Analysis	12	<i>Finance</i>	C
Fine Arts	11	<i>Schools &amp; Colleges</i>	N
Fiscal Management- Auxiliaries	04	<i>Finance</i>	C
Food Preparation	04	<i>Auxiliary Enterprises</i>	X
Food Service	03	<i>Auxiliary Enterprises</i>	X
General Administration	01	<i>Academic Affairs</i>	M
General Administration	01	<i>Administrative Affairs</i>	A
General Administration	01	<i>Business Operations</i>	B
General Administration	01	<i>Enrollment Services</i>	R
General Administration	01	<i>Environmental Health and Safety</i>	E
General Administration	01	<i>Facilities Management</i>	F
General Administration	01	<i>Finance</i>	C
General Administration	01	<i>Human Resources</i>	H
General Administration	01	<i>Information Technology</i>	I
General Administration	01	<i>Library &amp; Information Science</i>	L
General Administration	01	<i>Student Health</i>	T
General Administration	01	<i>Student Services</i>	S
General Administration	01	<i>University Advancement</i>	U
General Counsel Administration	20	<i>Systemwide Function</i>	Z
General Counsel Administrative Support	21	<i>Systemwide Function</i>	Z
General Counsel Litigation	23	<i>Systemwide Function</i>	Z
Governmental Affairs	49	<i>Systemwide Function</i>	Z
Governmental/Community Relations	13	<i>University Advancement</i>	U
Graduate Programs	12	<i>Schools &amp; Colleges</i>	N
Grounds & Landscaping Services	07	<i>Business Operations</i>	B
Hazardous Materials Management	04	<i>Environmental Health and Safety</i>	E
Hazardous Waste Management	05	<i>Environmental Health and Safety</i>	E

<b><u>Function Name</u></b>	<b><u>Code</u></b>	<b><u>MPP Job Family Name</u></b>	<b><u>Code</u></b>
Health & Human Services	13	<i>Schools &amp; Colleges</i>	N
Health Records	05	<i>Student Health</i>	T
Housing Operations	08	<i>Facilities Management</i>	F
Human Resource Information Systems	31	<i>Systemwide Function</i>	Z
Human Resource Programs	29	<i>Systemwide Function</i>	Z
Human Resources Administration	24	<i>Systemwide Function</i>	Z
Human Resources Information Systems	08	<i>Human Resources</i>	H
Human Resources- Multiple Functions	25	<i>Systemwide Function</i>	Z
Humanities	14	<i>Schools &amp; Colleges</i>	N
Industrial Hygiene	08	<i>Environmental Health and Safety</i>	E
Information Management Systems	42	<i>Systemwide Function</i>	Z
Information Resources & Technology	40	<i>Systemwide Function</i>	Z
Information Services	03	<i>Library &amp; Information Science</i>	L
Institutional Advancement	45	<i>Systemwide Function</i>	Z
Institutional Relations	05	<i>Systemwide Function</i>	Z
Institutional Studies	09	<i>Academic Affairs</i>	M
Instructional Information Systems	04	<i>Instructional Support</i>	O
Internal Audit	39	<i>Systemwide Function</i>	Z
International Admissions	07	<i>Enrollment Services</i>	R
International Programs	10	<i>Academic Affairs</i>	M
International Programs	06	<i>Systemwide Function</i>	Z
Intramural & Recreation Programs	05	<i>Athletics</i>	Q
Inventory Planning & Control	08	<i>Business Operations</i>	B
IRT – Multiple Functions	41	<i>Systemwide Function</i>	Z
Laboratory Management	01	<i>Instructional Support</i>	O
Learning Resources	08	<i>Student Services</i>	S
Library Information Systems	07	<i>Library &amp; Information Science</i>	L
Library Special Collections	09	<i>Library &amp; Information Science</i>	L
Mailing Services	10	<i>Business Operations</i>	B
Major Gifts	07	<i>University Advancement</i>	U
Major Sports	01	<i>Athletics</i>	Q
Marine Education	05	<i>Instructional Support</i>	O
Media & Audio/Visual Services	05	<i>Library &amp; Information Science</i>	L
Medical Services	07	<i>Student Health</i>	T
Minor Sports	02	<i>Athletics</i>	Q
Multi-Cultural Services	09	<i>Student Services</i>	S
Multi-Media Services	10	<i>Information Technology</i>	I
Multiple Functions	02	<i>Academic Affairs</i>	M
Multiple Functions	02	<i>Business Operations</i>	B
Multiple Functions	02	<i>Enrollment Services</i>	R
Multiple Functions	02	<i>Environmental Health and Safety</i>	E
Multiple Functions	02	<i>Facilities Management</i>	F
Multiple Functions	02	<i>Finance</i>	C
Multiple Functions	02	<i>Human Resources</i>	H
Multiple Functions	02	<i>Information Technology</i>	I

<b><i>Function Name</i></b>	<b><i>Code</i></b>	<b><i>MPP Job Family Name</i></b>	<b><i>Code</i></b>
Multiple Functions	02	<i>Library &amp; Information Science</i>	L
Multiple Functions	02	<i>Student Health</i>	T
Multiple Functions	02	<i>Student Services</i>	S
Multiple Functions	02	<i>University Advancement</i>	U
Museum Curatorship	03	<i>Other</i>	Y
Network Control	07	<i>Information Technology</i>	I
Nursing Services	07	<i>Student Health</i>	T
Occupational Health a& Safety	03	<i>Environmental Health and Safety</i>	E
Off-Campus Programs	11	<i>Academic Affairs</i>	M
Operating/Software Systems	08	<i>Information Technology</i>	I
Other Management	04	<i>Other</i>	Y
Parking Services	03	<i>Public Safety</i>	P
Payroll	12	<i>Human Resources</i>	H
Physical Planning & Development	32	<i>Systemwide Function</i>	Z
Planned Giving	08	<i>University Advancement</i>	U
Plant Operation Services	38	<i>Systemwide Function</i>	Z
Plant Operations	10	<i>Facilities Management</i>	F
Police Services	01	<i>Public Safety</i>	P
PP& D – Planning	37	<i>Systemwide Function</i>	Z
PP&D- Multiple Functions	33	<i>Systemwide Function</i>	Z
Program Administration	11	<i>Systemwide Function</i>	Z
Program Management	05	<i>Administrative Affairs</i>	A
Programming/Analysis	09	<i>Information Technology</i>	I
Project Management	06	<i>Administrative Affairs</i>	A
Project Management	12	<i>Systemwide Function</i>	Z
Prospect Research	09	<i>University Advancement</i>	U
Public Affairs	46	<i>Systemwide Function</i>	Z
Public Relations	14	<i>University Advancement</i>	U
Public Safety	30	<i>Systemwide Function</i>	Z
Publications	16	<i>University Advancement</i>	U
Purchasing	11	<i>Business Operations</i>	B
Radiation Safety	06	<i>Environmental Health and Safety</i>	E
Radio Station Management	01	<i>Other</i>	Y
Registration & Records	08	<i>Enrollment Services</i>	R
Reproduction & Reprographics	12	<i>Business Operations</i>	B
Research Program Management	02	<i>Instructional Support</i>	O
Research Science	08	<i>Instructional Support</i>	O
Residence Halls	07	<i>Student Services</i>	S
Risk Management	07	<i>Environmental Health and Safety</i>	E
Satellite Facilities Management	14	<i>Facilities Management</i>	F
School/College Development	12	<i>University Advancement</i>	U
Schools & Colleges – Other	20	<i>Schools &amp; Colleges</i>	N
Science & Mathematics	16	<i>Schools &amp; Colleges</i>	N
Sciences	17	<i>Schools &amp; Colleges</i>	N
Security Services	02	<i>Public Safety</i>	P

<u><i>Function Name</i></u>	<u><i>Code</i></u>	<u><i>MPP Job Family Name</i></u>	<u><i>Code</i></u>
Service-Related Professions	18	<i>Schools &amp; Colleges</i>	N
Shipping and Receiving	13	<i>Business Operations</i>	B
Social Sciences	19	<i>Schools &amp; Colleges</i>	N
Space Utilization	13	<i>Facilities Management</i>	F
Sports Information	03	<i>Athletics</i>	Q
Student Academic Services	06	<i>Student Services</i>	S
Student Information Systems	11	<i>Student Services</i>	S
Student Life	10	<i>Student Services</i>	S
Teacher Credential Programs	12	<i>Academic Affairs</i>	M
Technical Equipment	11	<i>Facilities Management</i>	F
Technical Services	04	<i>Library &amp; Information Science</i>	L
Telecommunications	11	<i>Information Technology</i>	I
Telecommunications & Network Resources	43	<i>Systemwide Function</i>	Z
Television Station Management	02	<i>Other</i>	Y
Testing	09	<i>Enrollment Services</i>	R
Ticket Management	06	<i>Athletics</i>	Q
Training & Staff Development	09	<i>Human Resources</i>	H
Undergraduate Programs	15	<i>Schools &amp; Colleges</i>	N
University Union	01	<i>Auxiliary Enterprises</i>	X
User Support Services	12	<i>Information Technology</i>	I
Work Control	12	<i>Facilities Management</i>	F
Workers' Compensation	10	<i>Human Resources</i>	H

### FUNCTION DESCRIPTIONS

#### *MPP JOB FAMILY- A*

##### **Administrative Affairs**

###### **01 General Administration**

Direct, guide and/or administer campus business operations and finance functions. Develop policy, plans, and provide leadership for activities that include some or all of the following: accounting, budgeting, financial management, procurement, university services, plant operation, facilities planning, public safety, risk management, environmental health and safety, and food services.

###### **02 Executive Support**

Provide administrative support to the president, executive vice president and/or vice president of administration. Handle a variety of administrative responsibilities, many of a sensitive and confidential nature. Work on projects that require an in depth knowledge of the university.

###### **03 Administrative Planning and Analysis**

Develop, implement, and/or coordinate strategic planning and analysis activities for the administrative division of the campus.

###### **04 Administrative Information Systems**

Provide information systems support to administrative affairs functions. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access and program enhancements. Provide an orientation towards quality custom service and implementation of best business practices. May service as a liaison with other departments to ensure appropriate system integrity and integration.

###### **05 Program Management**

Plan, organize, and/or direct a program with campus wide impact. Responsibilities typically include some or all of the following: long range planning, policy development, budget, financial records, procurement, space utilization, and personnel supervision.

###### **06 Project Management**

Plan, organize, and/or direct a distinct, multifaceted project with campus wide impact. Responsibilities typically include some or all of the following: personnel supervision, budget, financial records, procurement, space utilization, and contract and grants.

### **07 Departmental Administrative Services**

Plan, coordinate, and direct business and/or finance functions of a department or school, including budget, collections, receivables, cashiering, purchasing, payables, personnel, information systems, space utilization, and equipment. Develop operating policies and procedures, budgetary controls, and financial reports.

### ***MPP JOB FAMILY- B***

#### **Business Operations**

**01 General Administration**

Direct, guide, and/or manage campus business affairs functions such as automotive and equipment maintenance, contract and grants, custodial services, inventory planning and control, mailing services, parking, purchasing, reproduction and reprographics, and shipping and receiving.

**02 Multiple Functions**

Responsible for two or more of the functions included in this Job Family. May have responsibility for related additional functions (e.g., facilities management, human resources).

**03 Automotive and Equipment Maintenance**

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

**04 Building and Trades Maintenance**

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

**05 Contracts and Grants**

Responsible for contract negotiations and administration. Prepare bids, contracts, interagency agreements, and leases. Research, investigate, write, and submit proposals. May coordinate pre/post award grant activities.

**06 Custodial Services**

Plan and direct campus custodial services. Coordinate work assignments, identify priorities, and make inspections.

**07 Grounds and Landscaping Services**

Plan and direct 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).

### **08 Inventory Planning and Control**

Responsible for the campus inventory planning and property accounting function. Maintain inventory records and furnish reports as needed. May be responsible for the storage of supplies and materials.

### **09 Business Information Systems**

Provide information system support to business operations functions. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access, and program enhancements. Provide an orientation towards quality custom service and implementation of best business practices. May serve as a liaison with other departments to ensure system integrity and integration.

### **10 Mailing Services**

Plan and direct work activities that involve the collection, sorting, and distribution of mail, parcels, supplies and equipment. May have responsibility for other support functions such as shipping and receiving, warehousing, and property accounting.

### **11 Purchasing**

Responsible for the procurement of supplies, materials, equipment and services for campus departments. Review requisitions. Determine vendor sources and product availability. Confer with vendors and ensure compliance with contracts. Prepare bid investigations and evaluate bid proposals. Issue purchase orders. Advise departments on purchasing policies and procedures. May have responsibility for other support functions (e.g., shipping and receiving, reproduction and reprographics, and mailing services).

### **12 Reproduction and Reprographics**

Plan and direct a campus reproduction and/or desktop publishing operation utilizing a variety of equipment capable of producing folder and/or bound reports, pamphlets and brochures, photographs, and drawings.

### **13 Shipping and Receiving**

Plan and coordinate shipping and receiving activities involving the receipt, storage, and issuance of a variety of supplies, materials and equipment. Ensure that materials are shipped and received from vendors in a timely manner and according to specifications. Review receipt of all materials to ensure purchase orders are open and the quality of materials acceptable. May have responsibility for other support functions (e.g., warehousing, stockroom, or property inventory functions).

### ***MPP JOB FAMILY- C***

#### **Finance**

##### **01 General Administration**

Direct, guide, and/or manage campus financial affairs functions. Responsible for functions that include accounting, budget, and investments. May have responsibility for additional functions (e.g., purchasing, human resources, information systems).

##### **02 Multiple Functions**

Plan, organize, and/or direct activities for two or more functions included in this Job Family. May have responsibility for additional functions (e.g., purchasing, human resources).

##### **03 Accounting**

Plan, organize, and/or coordinate accounting functions that include accounts payable, accounts receivable, cashiering, collections, or disbursements. Ensure compliance with accounting principles and practices in analyzing, verifying, and reporting financial transactions. May design, modify, install, and/or maintain general accounting systems.

##### **04 Fiscal Management - Auxiliaries**

Review and evaluate the financial and budgetary operations of an auxiliary operation (e.g., Associated Students). Monitor compliance with university custodianship functions.

##### **05 Asset/Trust Accounting**

Responsible for asset/liability accounting, analysis, and reporting. Utilize computer modeling capability to develop computer programs for forecasting and economic analysis and strategies. Develop and recommend procedures for budget preparation and analysis.

##### **06 Auditing**

Examine and analyze campus financial records to ensure compliance with institutional, federal and state financial policies and procedures. Examine and verify financial and operational records and procedures to determine reliability and effectiveness. Prepare reports of finding and recommendations for management.

##### **07 Budget**

Plan, organize, and/or direct campus budgetary activities. Prepare comparative evaluation of actual costs against budgeted funds. Estimate future costs and expenditures. Prepare financial plans and reports. Maintain historical records, analyze trends, and establish budgetary forecast. Recommend and interpret budgetary policies and procedures.

### **08 Cashiering**

Plan and coordinate the activities of employees engaged in receiving and paying out of funds. Keep detailed records of these transactions. Prepare financial reports. Safeguard funds and arrange transfer of funds to and from the bank.

### **09 Cash Management**

Plan and/or direct campus treasury activities (receipt, custody, control, and transfer of funds), bank relations, and investments. Obtain maximum utilization of campus funds by determining cash requirements and maintaining appropriate cash flow with banking and investment institutions. May supervise collection and cashiering functions.

### **10 Collections**

Plan, organize, and coordinate the work activities involved in the collection of delinquent funds. Minimize the period of time and dollar amount of delinquent account balances. Develop, revise, and implement collection policies and procedures.

### **11 Financial Aid Accounting**

Plan, organize, and/or direct student accounting functions that include financial aid disbursement, registration fees and tuition payments, refunds and repayments, scholarships, bad debt collections, and cashiering operations. Prepare financial aid reports. May serve as compliance officer an/or supervise the federal trust office.

### **12 Financial Planning and Analysis**

Prepare financial planning and analysis studies and reports. Evaluate financial needs, alternative investment strategies and vehicles, and prepare reports of findings and recommendations to management.

### **13 Financial Information Systems**

Provide information system support to finance functions. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access, and program enhancements. Provide an orientation towards quality custom service and implementation of best business practices. May serve as a liaison with other departments to ensure appropriate system integrity and integration.

### ***MPP JOB FAMILY- E***

#### **Environmental Health and Safety**

##### **01 General Administration**

Plan, organize, and/or direct campus environmental health and occupational safety programs. Responsible for program development; accident prevention and control; safety education; accident investigation, analysis and reporting; industrial hygiene; risk management; and occupational health and safety. May have responsibility for related functions (e.g., workers' compensation).

##### **02 Multiple Functions**

Oversee the activities of two or more of the functions included in this Job Family. May have responsibility for additional functions (e.g., workers' compensation).

##### **03 Occupational Health and Safety**

Coordinate campus occupational health and safety activities that include safety education, promotion of safety and health concerns, purchase and design of safety equipment, safety engineering and accident reporting. Perform technical investigations and evaluations. Provide information regarding health and safety issues to the campus community.

##### **04 Hazardous Materials Management**

Coordinate the hazardous materials program, including asbestos control inspection and evaluation. Identify hazardous workplace conditions and toxic substances. Remove hazards, revise work procedures, and provide safety training. Ensure that workplace conditions comply with applicable federal and state occupational safety and health standards provisions. Participate in Occupational Safety and Health Administration (OSHA) inspections.

##### **05 Hazardous Waste Management**

Coordinate the disposal of hazardous chemical and/or radiation waste materials. Conduct inspections of laboratories and facilities to ensure compliance with state and federal regulations. Provide for the collection, storage, transportation and shipping of hazardous waste. Conduct training programs for employees and students.

##### **06 Radiation Safety**

Plan and conduct studies and investigations of radiological health hazards to ensure compliance with federal, state and local safety laws. Develop inspection standards, decontamination procedures, emergency procedures, waste handling, and disposal services. Stay abreast of federal, state, and local radiation protection laws and regulations. May develop radiation training programs.

### **07 Risk Management**

Direct, guide, and/or manage the campus risk management function utilization CSU systemwide guidelines. Review certificates of insurance for contract compliance. May review contracts for appropriate indemnification/hold harmless language. May assist in the procurement of insurance for specialized campus purposes. May serve as campus claims coordinator for general liability. Work with other program areas to identify hazards and develop prevention programs.

### **08 Industrial Hygiene**

Monitor environmental factors to ensure the health and safety of the campus community. Analyze work operations and processes, materials, equipment, and work habits of employees to ensure the healthful conduct of all work practices and the prevention of hazardous or nuisance exposure. Measure the magnitude of exposure of all environmental hazards by selecting or devising methods and instrumentation suitable for such measurements. Provide education and training in safe work practices, precautions, and procedures.

### ***MPP JOB FAMILY- F***

#### **Facilities Management**

**01 General Administration**

Direct, guide, and/or manage the facilities management function. Responsibilities typically include 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.

**02 Multiple Functions**

Oversee two or more of the functions included in this Job Family. May have responsibilities in other functional areas (e.g., custodial services).

**03 Architectural Services**

Manage and/or coordinate the architectural planning process in the design, modification, and construction of university facilities including building and renovation projects. Interpret, design, and/or construct university facilities subject to regulatory and professional standards. Advise and consult with campus staff as part of the planning process.

**04 Construction Projects**

Coordinate projects involving new construction and/or alterations to campus buildings. Serve as a liaison between the campus and external contractors for coordinating and scheduling construction projects. Determine necessary resources. Make inspections to ensure compliance with specifications and standards.

**05 Energy Management**

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

**06 Engineering Services**

Manage and/or coordinate the engineering planning process in the design, modification, construction, repair, and inspection of campus facilities; equipment, heating, ventilation, refrigeration, and air conditioning systems; and electrical plans. Interpret, design, and/or construct campus facilities subject to regulatory and professional standards, developing cost-benefit engineering analyses comparing construction alternatives.

### **07 Facilities Planning**

Plan and coordinate the planning process in the construction, modification, renovation, and design of campus facilities or infrastructure. Coordinate the renovation and alteration of existing equipment, buildings, and structures. Analyze and prepare proposals regarding alternative facilities development options from a capital budgeting, environmental, energy conservation, and space management and usage perspective. May serve as a liaison with external entities.

### **08 Housing Operations**

Plan and direct student housing facilities. Responsible for functions that include budget, planning, personnel, inventory, custodial services, grounds and landscaping services, repair and maintenance. May have responsibility for events, conferences, marketing, and residence life.

### **09 Facilities Information Systems**

Provide information system support for the facilities management functions. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access, and program enhancements. Provide an orientation towards quality custom service and implementation of best business practices. May serve as a liaison with other departments to ensure appropriate system integrity and integration.

### **10 Plant Operations**

Responsible for the rehabilitation and maintenance, of campus physical facilities. Function typically includes supervision of building maintenance, grounds and landscape maintenance, automotive repair, custodial services, central heating plant operations and remodeling.

### **11 Technical Equipment**

Responsible for 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.

### **12 Work Control**

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

### **13 Space Utilization**

Plan and coordinate campus wide use of space and physical facilities. Maintain current floor plans and data on campus physical facilities. Receive and analyze requests for space. Develop plans to maximize facility usage. Make space allocation recommendations. Project future space needs.

### **14 Satellite Facilities Management**

Responsible for the maintenance and grounds function at a satellite facility. Oversee the installation, maintenance, and repair of all related resources. May have responsibility for other functions (e.g., shipping and receiving).

### **15 Complex Facilities Management**

Direct and coordinate the activities and facilities of a campus athletic or performing arts complex. Plan activities, bookings, conferences, concerts, and intercollegiate sports. May be responsible for fundraising and marketing activities.

## *MPP JOB FAMILY- G*

### Legal Services

**01**      **Campus Legal Counsel**

Provide legal advice and counsel to the president or designee on campus related matters.

### ***MPP JOB FAMILY- H***

#### **Human Resources**

##### **01 General Administration**

Direct, guide, and/or manage human resources functions that include recruitment and selection, benefits, classification, compensation, training and development, employee relations, workers' compensation, and payroll and personnel records. Some positions may oversee the campus programs that include equal employment opportunity and affirmative action, health and safety, and employee assistance programs.

##### **02 Multiple Functions**

Develop, implement, and/or coordinate policies and procedures for two or more human resources functions included in this Job Family. May be assigned generalist responsibilities such as provide a full range of personnel management services to a major division of the campus.

##### **03 Benefits**

Coordinate campus benefits programs that include vacation, holidays, sick leave, health, dental, vision, long-term disability, group life insurance, auto insurance, tax-sheltered annuity programs, and unemployment and leaves of absence. Publicize benefits programs, conduct individual and group orientation sessions, maintain benefits records, and prepare necessary documents for implementing coverage. May have responsibility for the workers' compensation program.

##### **04 Compensation and Classification**

Develop and implement campus compensation and/or classification policies and programs. Review requests for new positions and changes in classification and/or salary. Analyze and evaluate positions and recommend appropriate classification and pay level. Conduct wage and salary surveys and prepare statistical reports. Provide guidance and consultation to campus supervisors on wage and salary matters.

##### **05 Employee Relations**

Provide counsel and assistance to management on matters pertaining to contract interpretation, grievances, complaints, disciplinary actions, and arbitrations. Obtain factual information concerning employee/management inquiries, employee suggestions, and/or complaints. May participate in collective bargaining negotiations. May have responsibility for another function (e.g., benefits).

### **06 Employment**

Plan and coordinate the campus recruitment and selection process. Provide guidance to administrators on employment policies and procedures. Coordinate the placement of advertisements. Screen and interview applicants. Conduct reference checks. May conduct the search for highly specialized positions, administer tests, arrange transportation of selected applicants, and extend job offers. May have responsibility for additional programs (e.g., ride share program).

### **07 Employee Diversity Programs**

Oversee the campus employee diversity programs such as equal employment opportunity, affirmative action, and disabled employee programs. Interpret, monitor, and ensure compliance with federal and state laws and university policies and procedures. Represent the campus to enforcement agencies and community organizations. Conduct training programs. May review, analyze, and investigate discrimination and sexual harassment complaints.

### **08 Human Resources Information Systems**

Provide information systems support to the human resources functions. Ensure effective selection and use of information technology. Responsible for data maintenance, system audits, reports, security access, and program enhancements. Provide an orientation towards quality customer service and implementation of best business practices. Keep abreast of trends in HRIS and software developments. May serve as a liaison with other departments to ensure appropriate system integrity and integration.

### **09 Training and Staff Development**

Plan and coordinate the campus training and staff development program, including fee waiver. Conduct needs assessment studies. Plan, schedule, and conduct training programs. Design tests and visual aids. Develop criteria for evaluating effectiveness of training activities.

### **10 Workers' Compensation**

Plan and coordinate the campus workers' compensation and return to work program to ensure compliance with applicable laws, guidelines, regulations, and procedures. Represent the campus to outside agencies such as a third party administrator or governmental agencies. May have responsibility for related functions (e.g., disability leaves and benefits).

### **11 Employee Assistance**

Develop, coordinate, and implement health, wellness, prevention, and awareness programs for faculty and staff. Provide crisis intervention, personal assessment, and referral services to employees who are experiencing problems that may impact work performance. Develop and present training programs. Serve as a liaison with referral agencies.

### 12 Payroll

Oversee the campus payroll function, including planning, organizing, and/or directing the administrative and technical activities of employees engaged in the processing of pay documents. Implement new payroll procedures. Provide information on payroll policies and procedures to campus employees. Compile payroll statistics and develop pay related reports.

### ***MPP JOB FAMILY- I***

#### **Information Technology**

##### **01 General Administration**

Direct, guide, and/or manage the major computing activities of the campus with responsibilities that include long-range, planning, budgeting, and procurement. Responsible for computer programming, system development, system studies, computer operations, telecommunications and end-user training functions. May administer library and instructional media operations.

##### **02 Multiple Functions**

Oversee the activities of information systems professionals engaged in two or more of the functions included in this Job Family. Some may have responsibility for additional functions (e.g., library).

##### **03 Applications Systems**

Oversee programming application activities that apply knowledge of a particular subject matter to the development of computer programs and/or systems. Formulate system scope and objectives. Devise or modify procedures to solve problems using information systems. Prepare detailed specifications from which programs will be written, and design, code, test, debug, and documents these programs.

##### **04 Computer Operations**

Plan and coordinate campus computer operations. Monitor and control a computer by operating the central console or on-line terminals, observe continuously the operation on peripheral equipment, determine the point of equipment or program failure, rearrange job sequence as necessary, and maintain operating records. May be responsible for a single shift or for all shifts of a particular function (e.g., technical operations, operations support, or operations analysis).

##### **05 Database Administration**

Maintain a database and a data dictionary. Develop and implement new systems. Designate manner by which data enters systems, determine where data is sent and how data is used, know sources of data, and resolve issues of effective data storage such as data redundancy. Provide consulting, interfacing, and training to users. Establish and maintain security and integrity controls.

### **06 End User Information Systems**

Provide a full range of information systems resources to end users. Plan and analyze needs and resources for campus communications projects.

### **07 Network Control**

Design, analyze, and install campus infrastructure networks in support of voice, data, and/or video communications systems. Monitor and control the performance and status of network resources for both software and hardware. Evaluate user needs, requirements and capabilities. Provide guidance to users. Develop operating procedures.

### **08 Operating/Software Systems**

Design, develop, modify, and install operating systems software. Determine computer software architecture. Maintain and modify existing operating systems to ensure maximum efficiency. Evaluate software requirements, analyze equipment capabilities, maintain software packages, establish system parameters and formats, and develop documentation. Analyze new hardware, advise users of new technology, and estimate costs. Revise systems and procedures to correct deficiencies. Maintain effective data handling, conversion, input/output requirements, and storage.

### **09 Programming/Analysis**

Design data retrieval and management systems to meet user needs. Conduct feasibility studies, evaluate costs and analyze user needs. Design and program new systems or subsystems. Develop testing criteria and establish documentation to support the new system.

### **10 Multi-Media Services**

Responsible for providing 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.

### **11 Telecommunications**

Design, implement, and maintain telecommunications systems. Responsible for installing equipment, troubleshooting, and testing hardware. May have responsibility for telephone switching and transmission facilities.

### **12 User Support Services**

Interface between information systems professionals and users in a specialized area. Develop service specifications and test procedures to ensure user requests are carried out.

### *MPP JOB FAMILY - L*

#### **Library and Information Science**

##### **01 General Administration**

Responsible for the development and implementation of campus library services, collections, technical and administrative operations. Long-term planning of library operations and services based on the assessment of current collections related to anticipated institutional research and teaching needs, and the availability of resources is an integral aspect of this work.

##### **02 Multiple Functions**

Responsible for the library services, collection, technical, and administrative operations for two or more units of the campus library. Position may be responsible for budget, staffing, and policies and procedures.

##### **03 Information Services**

Responsible for library information services. Develop, disseminate, and preserve research and instructional resource materials. Oversee the development of user training programs (e.g., utilizing computer-based information systems). Plan and develop programs to meet the changing needs of information users. May supervise library functions, programs, and staff.

##### **04 Technical Services**

Oversee processing and preparation services in the library that include bibliographic control, cataloging, online data maintenance, serials and documents, acquisitions, receiving, and bindery repair.

##### **05 Media and Audio/Visual Services**

Plan, organize, and direct ancillary service areas responsible for the development of non-print media and audio/visual services to support the instructional and research activities of the campus. Provide consultation and assistance to faculty and administrators in the development, direction, design, and execution of media-related projects. May be responsible for closed-circuit television, media acquisitions, equipment maintenance, media scheduling and equipment distribution.

##### **06 Access Services**

Plan and coordinate various functions required to provide access to library resources, including collection development, circulation, computerized systems, and building management. May be responsible for related functions (e.g., media resources, microforms, inter-library loan and satellite library facilities).

### **07 Library Information Systems**

Provide information system support to the campus library. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access, program enhancements and handling problems with vendors. Provide an orientation towards quality custom service and implementation of best business practices. May services as a liaison with other departments to ensure appropriate system integrity and integration.

### **08 Documents**

Provide for the selection, organization, and access of federal, state, county, and municipal documents to campus and community clients.

### **09 Library Special Collections**

Responsible for the organization, security, presentation, and patron access for rare books, prints, manuscripts, and other usual books and resources.

### ***MPP JOB FAMILY - M***

#### **Academic Affairs**

**01 General Administration**

Direct, guide, and/or management academic affairs activities and programs that include curriculum, program evaluation, accreditation, and assessment. May have responsibility for academic scheduling, fiscal planning, budget, academic publications, personnel management, procurement, and space allocation.

**02 Multiple Functions**

Plan, organize, and/or direct two or more of the academic affairs functions included in this Job Family.

**03 Administrative Support**

Provide support of the chief of academic affairs by assuming a wide variety of executive and administrative duties of considerable scope and complexity requiring the exercise of initiative, independent judgment, and knowledge of academic programs and organizational processes of the university.

**04 Academic Planning and Analysis**

Provide academic planning and analysis support for the academic affairs division of the campus. Develop and prepare policy papers outlining alternatives and recommendations in support of various campus academic programs. May be responsible for managing the financial and physical resources of the academic affairs division.

**05 Academic Programs**

Plan, develop, evaluate, and implement academic programs that have campus wide impact such as curriculum review and development, educational equity, school relations, university catalog, class schedules, ethnic studies, women's programs, volunteer program, internships, and cooperative education.

**06 Academic Advising**

Responsible for advising and counseling students concerning an appropriate academic schedule, choice of major, number of hours that may be taken probation and/or suspension. Communicate information regarding academic policies, procedures and programs of faculty, staff and students. Participate in recruitment activities. May be responsible for student orientation programs.

### **07 Faculty Affairs**

Plan, organize, and/or direct the campus academic personnel function. Administer personnel programs and policies for faculty and academic managers that include recruitment, appointments, leaves, faculty contract administration, and training programs for faculty and department chairs. May have responsibility for the staff human resources function.

### **08 Faculty Research and Development**

Plan, develop, and coordinate faculty research, scholarly studies and creative activities. Assist faculty in developing research plans and writing grant proposals. Oversee pre-award contract and grant activities.

### **09 Institutional Studies**

Plan, organize, and/or direct campus institutional research and analytical studies programs. Obtain and disseminate information needed for the development of policies, administrative decisions, and strategic planning. Maintain the campus planning database and enrollment prediction model.

### **10 International Programs**

Plan and coordinate campus international programs such as African studies, Asian studies, Canadian studies, European studies, Latin American studies, Middle Eastern studies, international exchange and study abroad program, and self-instructional language programs. May have responsibility for international student advising.

### **11 Off-Campus Programs**

Administer an off-campus academic programs. Determine best use of administrative resources to meet the educational goals of students.

### **12 Teacher Credential Programs**

Plan, organize, and/or direct the campus teacher credentialing program.

### **13 Academic Information Systems**

Provide information system support to academic affairs functions. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access; coordinates billing charges, program enhancements. Provide and orientation towards quality custom service and implementation of best business practices. May service as coordinator with other departments to ensure appropriate system integrity and integration.

### ***MPP JOB FAMILY- N***

#### **Schools and Colleges**

**01 Agriculture**

Provide leadership to the instructional unit of agriculture. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

**02 Architecture and Environmental Design**

Provide leadership to the instructional unit of architecture and/or environmental design. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

**03 Arts and Letters**

Provide leadership to the instructional unit of arts and letters. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

**04 Arts and Sciences**

Provide leadership to the instructional unit of arts and sciences. Typically responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

**05 Arts, Letters, and Humanities**

Provide leadership to the instructional unit of arts, letters, and humanities. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

**06 Business**

Provide leadership to the instructional unit of business administration. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

**07 Communications**

Provide leadership to the instructional unit of communications. Typically responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **08 Continuing and Extended Education**

Responsible for campus continuing and extended education programs, including special sessions. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, accreditation, and facilities utilization. Plan, develop, and/or implement continuing education programs. Serve as a liaison with the business marketplace.

### **09 Education**

Provide leadership to the instructional unit of education. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **10 Engineering and Computer Science**

Provide leadership to the instructional unit of engineering and computer science. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **11 Fine Arts**

Provide leadership to the instructional unit of fine arts and related fields (e.g., professional studies). Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **12 Graduate Programs**

Plan, coordinate, and direct campus graduate programs. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **13 Health and Human Services**

Provide leadership to the instructional unit of health and human services or recreation, sports, leisure studies and kinesiology. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **14 Humanities**

Provide leadership to the instructional unit of humanities. Responsible for curriculum development, program, planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **15 Undergraduate Programs**

Responsible for campus undergraduate programs. Responsible for curriculum development and assessment, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **16 Science and Mathematics**

Provide leadership to the instructional unit of science and mathematics. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **17 Sciences**

Provide leadership to the instructional unit of science. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **18 Service-Related Professions**

Provide leadership to instructional units focused on vocational education or service-related professions (e.g., hotel and restaurant management). Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **19 Social Sciences**

Provide leadership the instructional unit of social and/or behavioral sciences. Responsible for curriculum development, program planning, fiscal planning, personnel management, problem resolution, fund raising, corporate relations, accreditation, and facilities utilization.

### **20 Schools and Colleges - Other**

Provide leadership to an instructional unit not included in this job group. Typically responsible for curricular, fiscal, and personnel management of a school or college, including support of faculty scholarship and service activities, external fund development, corporate relations, accreditation, long-range planning, and facilities utilization.

### ***MPP JOB FAMILY- O***

#### **Instructional Support**

##### **01 Laboratory Management**

Coordinate and schedule the use of an instructional laboratory for research or teaching purposes. Maintain inventories and/or purchase equipment, supplies, labware, and instruments. Assist in development of experimental demonstrations for instructional purposes. Develop and maintain safety protocols. Responsible for the day-to-day management of the laboratory.

##### **02 Research Program Management**

Coordinate and direct a research program. May administer one or more laboratories engaged in a specific type of research or management of an ongoing survey research study. The incumbent typically must have knowledge of research or a particular field of study.

##### **03 Farm Management**

Responsible for the physical facilities, equipment, business, and operational activities of an agricultural operation, including farm and/or animal herds. Coordinate the use and maintenance of equipment and facilities. Plan and supervise farm operations that include planting, fertilizing, pruning, harvesting, animal herd care and milking. Maintain accurate production and business records. Operate within business profit parameters. Support agronomy and animal science research activities.

##### **04 Instructional Information Systems**

Provide information system support to instruction and instruction related research. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access, and program enhancements. Provide an orientation towards custom service and implementation of best business practices. May service as liaison with other departments to ensure appropriate system integrity and integration.

##### **05 Marine Education**

Plan, organize, and/or direct a marine laboratory facility located in harbor and coastal waters in support of marine education and research. Oversee the activities of a research vessel used for instruction and research.

##### **06 CMA Engineering Services**

Plan, organize, and/or direct a shipboard marine laboratory facility for the training of engineering students at the California Maritime Academy (CMA) and during underway training cruises. Responsible for the maintenance and repair of ship's equipment and supervision of licensed and unlicensed engineering personnel in the performance of their shipboard duties.

### **07 CMA Shipboard Training**

Plan, organize, and/or direct a shipboard marine laboratory facility for the training of maritime management students at the CMA and curing underway training cruises. Responsible for the maintenance and upkeep of the ship and the performance of embarked licensed and unlicensed personnel. Manage and supervise all waterfront small boat training and maintenance activities.

### **08 Research Science**

Identify research problems, design research methodologies, perform or supervise research, and prepare the results for presentation to professional organizations or for scholarly publications. May be the principal investigator for research grant or contract.

### ***MPP JOB FAMILY- P***

#### **Public Safety**

**01 Police Services**

Plan and direct campus police services that include law enforcement, crime prevention, investigations, facility security, emergency preparedness, and information management. Serve as a liaison with external public safety agencies. Requires P.O.S.T. certification for specific positions. May oversee parking and traffic control.

**02 Security Services**

Plan, organize, and direct campus security activities that include investigations and emergency preparedness. May manage the campus parking program, including development, implementation, and enforcement of policies and regulations.

**03 Parking Services**

Plan, organize, and/or direct the campus parking program. Responsible for developing, implementing and enforcing policies and regulations, disseminating parking information, and maintaining parking facilities. May have responsibility for shuttle bus services, parking violation appeals, and traffic management.

### ***MPP JOB FAMILY- Q***

#### **Athletics**

##### **01 Major Sports**

Plan and direct the activities of one or more major intercollegiate athletic programs. Evaluate team capabilities to determine game strategy. Direct the conditioning of student athletes. Assess skills of athletes and assign team positions. Coach or direct coaches to instruct players in techniques of game. Ensure compliance with NCAA and Conference regulations. May have responsibility for functions that include publicity, media relations, ticket sales, fundraising, events management, budget, equipment, and facilities maintenance.

##### **02 Minor Sports**

Plan and direct the activities of a minor athletic team. Assess skills of athletes and assign team positions. Direct the conditioning of student athletes. Evaluate team capabilities to determine game strategy. Coach or direct coaches to instruct players in techniques of game. Ensure compliance with NCAA and Conference regulations. May have responsibility for functions that include publicity, media relations, ticket sales, fundraising, events management, budget, equipment, and facilities maintenance.

##### **03 Sports Information**

Responsible or athletic publications, media relations, game management, marketing of sports events, and advertisement sales.

##### **04 CMA Sports and Recreation Programs**

Plan and direct minor team sport activities, intramural, intercollegiate athletic programs, and recreational events for the California Maritime Academy (CMA). Ensure compliance with League and Conference regulations. Responsible for publicity, ticket sales, fund raising, events management, and equipment and facilities maintenance.

##### **05 Intramural and Recreation Programs**

Plan and direct recreational programs for students, faculty and staff that include intramurals, sports clubs, and recreational events.

##### **06 Ticket Management**

Coordinate special event ticket operations and provide ticket services to those sponsoring and attending activities. Confer with event sponsors. Coordinate the mailing of ticket information. Maintain control of money and tickets. Prepare audit statements.

### **07 General Administration**

Direct, guide and/or manage university athletic programs such as major intercollegiate athletic sports, minor athletic sports, intramural and recreational programs, sports clubs, and ticket operations. Incumbents also may have responsibility for athletic program development, media relations, marketing, and publications.

### **08 Multiple Functions**

Plan, organize, and/or direct two or more of the functions included in this Job Family.

### ***MPP JOB FAMILY- R***

#### **Enrollment Services**

**01 General Administration**

Direct, guide, and/or manage enrollment services functions such as admissions, financial aid, records and registration, academic scheduling, systems operations, evaluation, and graduation.

**02 Multiple Functions**

Direct two or more of the functions included in this Job Family. May have oversight responsibility for related functions (e.g., student services).

**03 Admissions**

Responsible for administrative procedures relating to student admissions functions that include applications processing, transfer articulation, and transfer evaluations.

**04 Admissions and Financial Aid**

Plan, organize, and/or direct combined student financial aid and admissions programs.

**05 Admissions and Records**

Plan, organize, and/or direct admissions and records activities that include applications processing, registration, evaluation, records, and graduation.

**06 Financial Aid**

Plan, direct, and administer student financial aid activities. Responsible for the development and administration of financial aid policies, requirements and procedures, the maintenance and security of financial aid applications and other documents, the development of sources of funds for student aid including federal, state, institutional, and private sources. May be responsible for financial aid advising and loan processing.

**07 International Admissions**

Oversee the international admissions function. Represent the university to various agencies. Review the immigration policies, visas, residency and medical requirements. Provide verification and authentication of foreign admission documents.

### **08 Registration and Records**

Plan, organize, and/or direct student registration and enrollment process. Responsible for registration, records maintenance, transfer evaluations, degree audit, graduation clearance, and transcript production. Apply university policy to resolve issues relating to grade point, class standing, rank and graduation eligibility. May be responsible for computer systems management data and systems development.

### **09 Testing**

Oversee educational testing programs and services provided by the university.

### ***MPP JOB FAMILY- S***

#### **Student Services**

##### **01 General Administration**

Direct, guide, and/or manage student services programs such as student counseling, testing, career development and placement, student activities, student orientation, housing, student grievance and judicial systems, minority student support programs, residence life, and related functions. May have responsibility for other areas such as admissions and records, financial aid, athletics, and student health.

##### **02 Multiple Functions**

Provide direction for two or more student service programs included in this Job Family. May have responsibility for related functions such as financial aid, academic advising, and admissions.

##### **03 Administrative Support**

Provide a wide variety of complex and highly sensitive executive and administrative support to student services and enrollment services functions. Typically perform work on projects that require in-depth knowledge of the campus and management of student affairs and enrollment services.

##### **04 Career Development and Placement**

Plan, organize, and/or direct career counseling and job placement services. Advise and counsel students and alumni concerning employment opportunities and careers. Coordinate employer visits with students. Maintain career information, a job posting service, and develop résumé writing, and/or interviewing skill clinics. May coordinate the production of job opportunities bulletin and refer students to prospective employers outside the campus or campus part-time jobs.

##### **05 Disabled Student Services**

Plan and coordinate programs which provide services to students with disabilities. Determine appropriate academic accommodations. Provide training to the campus community. Monitor accessibility of campus facilities and programs for students with disabilities.

##### **06 Student Academic Services**

Develop, implement, and direct programs designed to attract, support, and retain students to the university. Coordinate campus programs designed to attract and provide support to students from under represented populations (e.g., educational opportunity program, student affirmative action program). Serve as liaison with junior and middle schools, high schools,

community colleges, and other institutions of higher education. Make presentations to student groups. Counsel students and parents regarding the admissions process.

### **07 Residence Halls**

Organize and coordinate selected aspects of a residence hall complex. May provide advice and guidance to students residents, monitor and report occupancy statistics, serve as liaison between residence hall student organization and staff, select and supervise resident assistants, maintain student discipline, and observe and report on the physical condition of the building. May have responsibility for budget, fiscal affairs, summer conferences, facilities, or off-campus housing programs.

### **08 Learning Resources**

Plan, develop, and/or implement learning resource programs for students.

### **09 Multi-Cultural Services**

Plan, develop, and coordinate campus multi-cultural and/or international programs. Responsible for program planning, budget preparation, and utilization and allocation of resources.

### **10 Student Life**

Oversee student services activities that include student orientation, social events, Greek programs, student government/committees, newspapers, clubs, organizations, etc. Advise student organizations. Schedule the use of facilities. May have responsibility for student conduct.

### **11 Student Information Systems**

Provide information system support to student affairs functions. Ensure effective selection and use of information technology in the respective functional area. Responsible for data maintenance, system audits, reports, security access, and program enhancements. Provide an orientation towards quality custom service and implementation of best business practices. May service as liaison with other departments to ensure system integration.

### ***MPP JOB FAMILY- T***

#### **Student Health**

**01 General Administration**

Direct, guide, and/or manage the activities of an accredited student health center with physicians, nurse practitioners, nurses, and operation of laboratory, X-ray, pharmacy departments, and health education program.

**02 Multiple Functions**

Responsible for two or more functions included in this Job Family. May have responsibility for related functions (e.g., student services).

**03 Counseling and Psychological Services**

Provide, develop, and maintain student counseling and psychological services (e.g., clinical, crisis intervention and outreach services). May have responsibility for administrative, budgetary, and supervisory responsibilities.

**04 Clinical Laboratory Services**

Supervise the activities of the student health center laboratory.

**05 Health Records**

Responsible for the medical record function of the student health center.

**06 Nursing Services**

Supervise and/or direct the nursing services function. Establish and maintain nursing standards, policies, and procedures.

**07 Medical Services**

Responsible for the medical care provided by staff physicians, nurse practitioners, and other health care professionals. Monitor and evaluate clinical practices and procedures. Formulate clinical diagnostic and treatment protocols. Provide direct patient care.

### *MPP JOB FAMILY- U*

#### **University Advancement**

**01 General Administration**

Direct, guide, and/or manage campus advancement, development, giving, alumni relations, and public affairs programs.

**02 Multiple Functions**

Plan, organize, and/or direct two or more institutional advancement programs included in this Job Family.

**03 Alumni Affairs**

Monitor and evaluate alumni organizational performance and effectiveness. Coordinate annual and recurring alumni events. Develop and implement and the annual membership campaign. Market and promote various alumni relations programs.

**04 Annual Giving**

Plan and direct the annual fund-raising campaign, including direct mail and telemarketing campaigns. Recruit volunteers. Plan special solicitations. Coordinate donor cultivation and recognition and prospect research.

**05 Capital Campaign**

Develop and/or recommend a campaign plan, campaign goals and recruit campaign leadership. Identify, cultivate and solicit gifts from major donor proposals. Prepare reports of campaign performance. Cultivate community and regional awareness of the campaign and represent the program to the public.

**06 Corporate and Foundation Relations**

Plan, organize, and/or direct a comprehensive fundraising program to identify and attract external resources from national, regional and local corporations, business and foundation prospects. Establish and maintain external relationships. Initiate written proposals for presentations to solicit financial support.

**07 Major Gifts**

Evaluate the feasibility of generating support to meet private fundraising needs. Develop community based fundraising mechanisms. Communicate with existing donors to ensure gift renewal or upgrade. Develop special recognition and cultivation events.

### **08 Planned Giving**

Develop, implement, and coordinate a planned giving program. Determine long-range marketing strategy. Coordinate prospect and professional seminars and workshops. Prepare annual program objectives and financial plan. Solicit planned or deferred gifts and prepare major gift proposals and closures.

### **09 Prospect Research**

Develop and implement the policies, procedures, and systems necessary for the identification, evaluation, categorization, and tracking of prospective donors. Utilize primary reference and database sources to prepare information on prospective donors' interests and giving capacities. Assess prospect research information requirements and resource needs. Coordinate the maintenance and dissemination of prospect research data.

### **10 Development Information Systems**

Administer alumni and donor electronic data process (EDP) system operations. Direct input and maintenance of alumni information and constituent address, pledge, and gift information. Develop and implement standards to ensure database integrity. Coordinate the preparation of reports, labels, forms, and acknowledgement letters. Evaluate and implement system modifications and enhancements.

### **11 Campus Development**

Plan, organize, and/or direct activities for two or more campus development functions such as alumni affairs, annual fund, foundation relations, major gifts, planned giving, and development research.

### **12 School/College Development**

Develop, implement, and coordinate a comprehensive program for securing independent financial support for a school or college of the university. Development short and long term fund raising goals. Identify prospective donors. Coordinate solicitations, campaigns, and annual fund raising plans. Develop newsletters and other written materials. Act as liaison with individuals, corporations, foundations, and prospective donors.

### **13 Governmental/Community Relations**

Coordinate campus participation in governmental and community activities and organizations. Develop, implement, and direct public affairs programs for the campus and respond to employee and client inquiries regarding community involvement.

### **14 Public Relations**

Plan, prepare, and/or direct public relations activities. Disseminate information to the media, general public, community organizations, and governmental representatives. Write news releases, arrange press conferences, handle press photographs, and answer inquiries by the mass media. May be responsible for related functions (e.g., alumni relations, publications, or graphics services).

### **15 Events Planning**

Plan, coordinate, and produce university events. Responsible for coordinating electrical, air conditioning, custodial, stage set-up, lighting, sound equipment, concessions, safety, security, medical, and personnel needs for each event. May have responsibility for advertisement and publicity.

### **16 Publications**

Design and direct the production of institutional publications. Select, write, and review editorials and special articles. Develop, recommend, and maintain editorial policy. Conduct interviews to obtain items for publication and verify facts. Oversee editorial, graphics, and layout services. May have responsibility for determining printing job priorities, costing printing jobs, planning and purchasing equipment and supplies, and supervising production and distribution activities.

### **17 CMA Development**

Direct, guide, and/or manage development, public affairs, and fundraising programs for the California Maritime Academy. Oversee continuing and extended maritime education. Supervise and manage student commercial cruise program and student career development and placement. Responsible for the coordination of shipboard maintenance and repair with federal maritime administration.

### **18 Athletics Development**

Develop, implement, and coordinate a comprehensive program for securing independent financial support for the university athletics program. Develop short and long term fund raising goals. Identify prospective donors. Coordinate solicitations, campaigns and annual fund raising plans. Develop newsletters and other written materials. Act as liaison with individuals, corporations, foundations, and prospective donors.

### ***MPP JOB FAMILY- X***

#### **Auxiliary Enterprises**

**01 University Union**

Direct, guide, and/or manage the auxiliary and commercial aspects of campus auxiliary organizations and entrepreneurial activities. Responsibilities include administering the financial, physical, program and service operations of the University Union.

**02 Bookstore**

Plan and coordinate activities of the campus bookstore. Oversee the purchase and inventory of supplies. Buy textbooks required for academic classes and display them for purchase by students.

**03 Food Service**

Direct and operate the activities of a food service department which include planning, ordering, preparing, and serving of meals for campus cafeterias, food catering services, or other managed food services operations. Establish work schedules and staffing needs. Enforce government regulations and standards regarding sanitation, food service quality. Train employees in food service, food preparation and sanitary working conditions.

**04 Food Preparation**

Responsible for the preparation and serving of meals and clean-up and sanitation of kitchen facilities.

**05 General Administration**

Direct, guide, and/or administer campus auxiliary enterprises such as university union, bookstore, and food service.

**06 Multiple Functions**

Plan, organize, and/or direct two or more of the auxiliary enterprise functions included in this Job Family.

### ***MPP JOB FAMILY- Y***

#### **Other**

**01 Radio Station Management**

Plan and direct programs and activities of a campus radio station, including fund raising activities, program development, and budget management.

**02 Television Station Management**

Plan, organize, and/or direct activities of a campus television station. Responsibilities typically include telecommunications, installation, operation, procurement, equipment maintenance, and pre-production and post-production of video operations for telecourses. Also may include grant projects, public relations, programs for cable, and external client projects.

**03 Museum Curatorship**

Manage, display, and exhibit collections in university museums and/or galleries. Responsible for collecting materials and for preserving and displaying collections. Design and implement information retrieval and storage systems to ensure safety and facilitate research use of collections. Respond to requests from individuals and organizations to use the research collections. Catalog new collections, write grant proposals and fund raising papers.

**04 Other Management**

Direct, guide, and/or manage other campus function(s). Position may be responsible for budget, staffing, personnel supervision, and policies and procedures.

### ***MPP JOB FAMILY- Z***

#### **Systemwide Function**

**01 Academic Affairs Administration**

As the office of executive academic officer, provide a comprehensive, integrated approach to the development and management of the overall academic program of the CSU. Develop systemwide policies and plans and oversee campus implementation as it pertains to the academic programs within the system. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

**02 Academic Programs and Support**

Develop systemwide plans, policies, and programs for an academic area or program. Advise and consult with campus and Chancellor's Office staff. Prepare special reports for a variety of constituencies. Analyze legislation impacting program area and make recommendations. Represent the CSU System with various state agencies, government officials, and representatives from external organizations and agencies.

**03 Academic Access and Retention**

Develop systemwide plans, policies, and programs in areas such as admissions, financial aid, outreach, and retention. Advise and consult with campus and Chancellor's Office staff. Prepare special reports for a variety of constituencies. Analyze legislation impacting program area and make recommendations. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

**04 Academic Analysis and Planning**

Develop, implement, and/or coordinate strategic planning and analysis activities for the CSU academic program. Analyze legislation impacting CSU interests and make recommendations. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

**05 Institutional Relations**

Represent the CSU on key issues requiring interaction with other public and private educational institutional, related government agencies and organizations. Plan for development of new CSU campus sites. Advise and consult with campus and Chancellor's Office staff.

### **06 International Programs**

Plan, organize, and direct all operations of the CSU study abroad programs. Develop and make policy recommendations. Develop and implement procedures and programs in the areas of instruction, student services, and public information as related to the study abroad program. Advise and consult with campus and Chancellor's Office staff. Represent the CSU to various state agencies, government officials, Ministries of Education, Embassies and Consulates-General, academic officials of host universities, and representatives from other external organizations.

### **07 Academic Research and Development**

Plan, develop, and coordinate research projects and activities which enhance the mission of the CSU. Develop rapport with funding agencies and public and private foundations. Identify sources of funding for projects. Advise and consult with campuses on research and development issues. Analyze legislation in program area and make recommendations. Represent the CSU to various state agencies, government officials, and representatives from external agencies and organizations.

### **08 Continuing and Extended Education**

Plan, develop, and implement systemwide policies and procedures related to continuing and extended education programs and activities. Advise and consult with campuses. Represent the CSU to various state agencies, government officials, and representatives from external agencies and organizations.

### **09 Executive Management**

As part of the executive office of the chancellor, develop and implement the mission and strategic plans for the CSU system. Ensure the financial, academic, and organizational integrity of the system. Analyze legislation in assigned area and make recommendations. Advise and consult with campus officials. Represent the CSU with various state agencies, government officials, and representatives from external agencies and organizations.

### **10 Executive Administrative Support**

Provide administrative support to the chancellor and executive vice chancellor. Handle a variety of administrative responsibilities, many of a sensitive and confidential nature. Work on projects that require an in depth knowledge of the CSU System. Represent the CSU with various state agencies, government officials, and representatives from external agencies and organizations.

### **11 Program Administration**

Plan, organize, and/or direct a program with systemwide impact. Responsibilities typically include some or all of the following: long-range planning, policy development, budget, financial records, procurement, space utilization, and personnel supervision. Represent the CSU system to various state agencies, government officials, and representatives from external agencies and organizations.

### **12 Project Management**

Plan, organize, and/or direct a distinct, multifaceted project with systemwide impact. Responsibilities typically include some or all of the following: personnel supervision, budget, financial records procurement, space utilization, and contract and grants. May represent the CSU system to various state agencies, government officials, and representatives from external agencies and organizations.

### **13 Business and Finance Administration**

As of the office of executive business officer, provide a comprehensive, integrated approach to the development and management of the overall business and financial operations of the CSU. Develop systemwide policies and plans and oversee campus implementation as it pertains to the business and financial programs within the system. Represent the CSU system with various state agencies, government officials, and representatives from external agencies and organizations.

### **14 Business and Finance - Multiple Functions**

Responsible for two or more of the functions included in this Job Family. Represent the CSU system with various state agencies, government officials, and representatives from external agencies and organizations.

### **15 Accounting**

Develop and manage all accounting activities for the Chancellor's Office and systemwide operations of the CSU. Plan, develop, and implement systemwide accounting policies and procedures. Ensure compliance with generally accepted accounting principles and practices in analyzing, verifying, and reporting financial transactions. May develop, design, install, and maintain systemwide general accounting systems. Represent the CSU system with various state agencies, government officials, and representatives from external agencies and organizations.

### **16 Auxiliaries Planning and Bonds**

Develop and implement integrated systemwide planning and financing programs, services, and controls for auxiliary enterprises. Coordinate related risk management programs. Advise CSU and Chancellor's Office staff on auxiliary enterprise programs and operations. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **17 Budget Administration**

Develop and manage the budget preparation activities for systemwide operations of the CSU. Develop and implement integrated systemwide budget preparation programs, services, and controls. Develop and implement systemwide budget policies and procedures. Advise CSU and Chancellor's Office staff on budgeting programs and operations. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **18 Contracts and Procurement**

Develop and manage contract and procurement activities for systemwide operations of the CSU. Develop and implement integrated systemwide contracts and procurement programs, services, and controls. Develop and implement systemwide contract and procurement policies and procedures. Advise CSU and Chancellor's Office staff on contracts and procurement programs and operations. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **19 Administrative Planning and Analysis**

Develop, implement, and/or coordinate systemwide strategic planning and analysis activities for business and finance. Develop systemwide policies and procedures to improve the management of CSU resources. Represent the CSU with various state agencies, government officials, and representatives from external organizations and agencies.

### **20 General Counsel Administration**

Plan, organize, and perform the full scope of legal work related to the management of the CSU. Advise the trustees, campus presidents, the chancellor and staff on subjects such as analysis and interpretation of existing and proposed legislation and administrative rules, drafting administrative regulations and implementation procedures, negotiation and legal propriety of legal contracts, legal problems relating to a variety of areas of campus and Chancellor's Office administration. Represent the campus of CSU system in court and/or before various administrative boards. May represent the CSU before the legislature and other governmental agencies.

### **21 General Counsel Administrative Support**

Provide administrative support to the General Counsel. Handle a variety of administrative responsibilities, many of a sensitive and confidential nature. Work on projects that require strong analytical and writing skills and the ability to exercise good judgment. May supervise subordinate staff.

### **22 Campus General Counsel**

Perform legal work (excluding litigation) for assigned campuses and/or the Chancellor's Office. Represent the campus or CSU system before administrative boards. May supervise special legal and legally related projects. May assist in the assignment, supervision, and review of the work of the work of subordinate attorneys.

### **23 General Counsel Litigation**

Perform the full scope of litigation legal work for assigned campuses and/or the Chancellor's Office. May assist in the assignment, supervision, and review of the work of subordinate attorneys. Represent the campus or CSU system before administrative boards and courts of law.

### **24 Human Resources Administration**

Plan, develop, and implement systemwide human resources policies, procedures, and program. Functional areas include benefits, classification, compensation, employee relations, employee diversity, workers' compensation, academic personnel, personnel information management system, and training and development. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **25 Human Resources- Multiple Functions**

Plan, develop, and implement the systemwide human resources policies, procedures, and programs for two or more human resource functions. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **26 Academic Personnel**

Plan, develop, and implement systemwide policies and procedures related to the personnel issues related to academic personnel. Advise and consult with campuses. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **27 Employee Diversity**

Plan, develop, and implement systemwide policies and procedures related to employee diversity issues, including affirmative action, equal employment opportunity, and disabled employee services. Advise and consult with campuses. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **28 Employee Relations**

Plan, organize, implement, and administer the systemwide academic and support staff employee relations program. Plan and develop collective bargaining strategies for contract negotiations. Responsible for the interpretation of HEERA, related laws, and Trustee policy and precedent for members of trustee committees, Chancellor's Office and campus staff. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system before the Public Employment Relations Board (PERB), various state agencies, government officials, and representatives from external organizations and agencies.

### **29 Human Resource Programs**

Plan, develop, and implement systemwide policies, programs, and procedures in the areas of benefits, classification, compensation, executive compensation, workers' compensation, payroll, and a variety of personnel programs. Manage and implement enhancements to the Personnel Information Management System for systemwide and campus utilization. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **30 Public Safety**

Coordinate systemwide security programs and provide advice and assistance to campus and Chancellor's Office staff on law enforcement and security issues. Plan and direct Chancellor's Office public safety activities that include law enforcement, crime prevention, investigations, facility security, emergency preparedness, parking, and information management.

### **31 Human Resource Information Systems**

Provide systemwide information systems support to the human resources functions for the campuses and the Chancellor's Office. Plan, develop, and implement system enhancements. Prepare statistical reports for use in analysis and decision making. Develop, revise, and maintain manuals, tables, code lists, and documentation. Keep abreast of trends in HRIS and software developments.

### **32 Physical Planning and Development Administration**

Plan, develop, and implement the capital outlay program for the CSU. Provide advice and assistance in physical master planning for the individual campuses and the system. Ensure that long- and short-range plans are in accordance with academic master planning and the educational objectives of the individual campuses. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **33 Physical Planning and Development - Multiple Functions**

Plan, develop, and implement systemwide capital outlay related programs and/or projects for two or more capital outlay related functions. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system with various agencies, government officials, and representatives from external organizations and agencies.

### **34 Construction Management**

Plan, develop, and implement the construction management program for all campus facilities of the CSU. Prepare standard contracts, construction contracts, and interagency agreements. Manage a variety of construction contracts. Determine the prequalification of contractors. Provide consulting services on the construction engineering phases of campus facilities projects. Responsible for project fund management of construction projects. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **35 Energy and Utilities**

Manage the energy conservation and utilities program for the CSU. Plan, develop, and implement innovative projects to reduce energy consumption and reduce costs. Develop policies, procedures, and guidelines related to energy conservation and utilization programs. Develop innovative external funding sources. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system with various governmental regulatory agencies and utility companies.

### **36 Environmental Resources**

Promote the integration of cost-effective health, safety, industrial hygiene, and environmental programs for the CSU. Provide technical and administrative consulting services for campus and Chancellor's Office staff. Review proposed legislation and regulations impacting environmental and safety programs. Review and coordinate systemwide projects. Responsible for project design and contract management for specialized projects. Develop training and communication programs for compliance with applicable federal, state, and local regulations. Represent the CSU system with various regulatory agencies.

### **37 Physical Planning and Development - Planning**

Review and evaluate the physical facility needs of the CSU. Plan new buildings and coordinate the presentation and schematic plans of CSU building projects. Work closely with campus staff to ensure the physical planning and development process on each campus is timely, responsive, and falls within the scope of established Trustee policy and the requirements of multiple government committees and agencies. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **38 Plant Operations Services**

Plan, develop, and implement systemwide policies, procedures, and programs for the construction, maintenance, remodeling, and repair of CSU facilities. Advise and consult with campus and Chancellor's Office staff. Represent the CSU system with various state agencies, government officials, and representatives from external organizations and agencies.

### **39 Internal Audit**

Plan, develop, and direct the systemwide internal audit program focusing on management operations within the CSU. May undertake fiscal audits. Recommend changes in Trustee policy and Chancellor's Office directives. Coordinate activities with representatives of the Auditor General and the Division of Audits, Department of Finance.

### **40 Information Resources and Technology Administration**

As the office of the systemwide information resources and technology officer, provide a comprehensive, integrated approach to the strategic planning and development of the overall information resource and technology program of the CSU. Coordinate the planning, development, and implementation of systemwide information technology policies, procedures, and programs. Functional areas include academic computing, administrative systems, library resources and services, instructional uses of technology, media, and telecommunications. Represent the CSU system with various state and federal agencies and officials, technology vendors, the public, and public organizations and associations.

### **41 Information Resources and Technology - Multiple Functions**

Plan, develop, implement, and maintain systemwide programs or activities for two or more information technology functions. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various state agencies, government officials, and representatives from external organizations and agencies.

### **42 Information Management Systems**

Plan, develop, implement, and maintain systemwide administrative information systems. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various state agencies, government officials, and representatives from external organizations and agencies.

### **43 Telecommunications and Network Resources**

Plan, develop, implement, and maintain systemwide telecommunications and network resources. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various state agencies, government officials, and representatives from external organizations and agencies.

### **44 Academic Instruction and Library Services**

Plan, develop, implement, and maintain systemwide library, information resources and technology programs and projects. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various state agencies, government officials, and representatives from external organizations and agencies.

### **45 Institutional Advancement**

Plan, organize, and direct programs and activities which contribute to the mission of the CSU. Establish relationships with external funding entities. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various representatives from external organizations and agencies.

### **46 Public Affairs**

Plan and direct the public affairs program for the Chancellor's Office. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various state agencies, government officials, and representatives from external organizations and agencies.

### **47 Development**

Plan, organize, and direct development programs and activities which contribute to the mission of the CSU. Establish relationships with external funding entities, corporations, and individuals. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various representatives from external organizations and agencies.

### **48 Federal Relations**

Develop and maintain effective relationships with the federal government. Lobby government officials on behalf of the interests of the CSU. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various government officials and representatives from external organizations and agencies.

### **49 Governmental Affairs**

Develop and maintain effective relationships with the state government. Initiate the development of legislative proposals. Lobby government officials on behalf of the interests of the CSU. Advise and consult with campus and Chancellor's Office staff. Represent the CSU with various government officials and representatives from external organizations and agencies.

### REPORTING CATEGORIES

#### REPORTING CATEGORY GUIDELINES

The last digit of the MPP Job Code is the Job Category (reporting category) which identifies the position as MPP administrator, MPP professional, or MPP supervisory. To select the appropriate reporting category:

- Review the definitions and charts for each of the MPP reporting categories on the following pages.
- Identify if the major focus of the job is administrative, professional, or supervisory.
- Select the appropriate reporting category digit which best describes the nature of the work performed.
- Review the IPEDS section of this guide to ensure the Affirmative Action Code is appropriate for the job.

#### REPORTING CATEGORY DEFINITIONS

##### **MPP ADMINISTRATORS (JOB CATEGORIES 1-3)**

An individual who has significant responsibility for formulating and administering policies and programs in assigned functional areas. Incumbents are assigned the responsibility for and held accountable for: formulating program policy; developing program budgets; administering programs and program policy; establishing and monitoring priorities, progress toward program goals, and major work schedules; reviewing, evaluating and adjusting programs and/or goals; authorizing program expenditures and services; determining long-range staffing requirements; assigning, supervising and directing the work of others; defining positions and duties; selecting, training and evaluating staff to carry out the work of the unit; determining methods, techniques, systems and materials required by programs; assessing and developing recommendations for the impact of substantive changes in policies and programs within the organization; and representing the program and campus to the public, media and recognized organizations.

*MPP Administrators are reported under the IPEDS (Integrated Postsecondary Education Data System) category of "Executive, Administrative, Managerial." This category includes those persons whose assignments required primary (and major) responsibility for management of the institution, or a customarily recognized department of subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. Assignments customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others.*

### **MPP PROFESSIONALS (JOB CATEGORIES 4-6)**

An individual who has significant responsibility for formulating and administering policies for an assigned program or functional area; establishing and monitoring priorities and progress toward program goals; reviewing, evaluating and adjusting programs and/or goals; determining methods, techniques, systems and materials required by the program; assessing and developing recommendations for changes in policies and programs within the organization; and representing the program and the campus to the public, media and recognized organizations.

*MPP Professionals are reported under the IPEDS (Integrated Postsecondary Education Data System) category of "Other Professionals (Support/Service)." This category includes all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, and whose assignments require either college graduation or experience of such kind and amount as to provide a comparable background.*

### **MPP SUPERVISORS (JOB CATEGORIES 7-9)**

Any individual who has the authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline a group of employees, or the responsibility to direct them or to adjust their grievances, or effectively to recommend such action, if the exercise of such authority is not of merely routine or clerical nature, but requires the use of independent judgment. MPP Supervisors normally perform similar work as those they supervise.

*For purposes of IPEDS reporting, MPP Supervisors of non-professional employees (technical, clerical, and service/maintenance force) are reported within the specific categories of the personnel they supervise. MPP Supervisors of professional employees normally are reported under the "Executive, Administrative, Managerial" category.*

## MPP ADMINISTRATORS

<i><b>FACTOR</b></i>	<i><b>JOB CATEGORY 1</b></i>	<i><b>JOB CATEGORY 2</b></i>	<i><b>JOB CATEGORY 3</b></i>
<i><b>Freedom to Act</b></i>	Acts independently within the functional policy and organizational guidelines. Determines organizational objectives, interprets university policy, and delegates assignments to subordinate supervisors and managers. Work is reviewed for soundness of judgment and effectiveness in achieving organizational goals.	Acts independently within the functional policy and organizational guidelines. Typically administers and directs more than one major segment or functional activity of the campus. Work is reviewed for soundness of judgment and effectiveness in achieving organizational goals.	Acts independently within the broad policy and organizational guidelines. Determines overall direction of department, division, campus, or systemwide activities. Work is reviewed for soundness of judgment and effectiveness in meeting the strategic plans, goals, and objectives of the campus.
<i><b>Policy Involvement</b></i>	Develops and implements policies for a functional area. Interprets, executes, and recommends modifications to department or campus policies.	Participates with the management team in the development and administration of department, division, campus or systemwide policies.	Consults with executive management in the development and administration of department, division, campus, or systemwide policies.
<i><b>Impact</b></i>	Responsible for achieving the goals and objectives critical to the program or department. Consequence of error may adversely impact allocated financial and human resources, as well as the public relations posture of the campus.	Responsible for achieving the goals and objectives critical to a major program, department or division. Consequence of error may seriously impact allocated financial and human resources, as well as the public relations posture of the campus.	Responsible for the overall success of a major program, department, or division. Consequence of error may critically impact financial and human resources, as well as the public relations posture of the campus.

## MPP ADMINISTRATORS (CONTINUED)

<i><b>FACTOR</b></i>	<i><b>JOB CATEGORY 1</b></i>	<i><b>JOB CATEGORY 2</b></i>	<i><b>JOB CATEGORY 3</b></i>
<b>Supervisory Relationship</b>	Generally accomplishes results through subordinate supervisors and managers. Responsible for determining the organizational structure and supervisory relationships to achieve established goals. Responsible for a major program or department.	Generally accomplishes results through subordinate managers. Responsible for determining the organizational structure and managerial/supervisory relationships to achieve established goals. Responsible for a major program, department, or division.	Responsible for the overall administration and operation of a major program, department or division through subordinate managers.
<b>Direct Work Involvement</b>	Responsible for the overall administration of assigned program or department. Manages the operation through subordinate supervisors to achieve objectives. Ensures that budget and performance objectives are established and attained.	Responsible for the administration of the program, department, or division. Assures operational and conceptual integration of policies and programs within assigned areas.	Plans, directs, and administers broad policies and complex programs. Ensures the integration of goals and objectives with the overall strategic plan of the campus.
<b>Liaison</b>	Serves as prime internal contact in assigned area. Conducts briefings and technical meetings for management and external representatives.	Serves as principle internal and external spokesperson for the department or division.	Represents the president concerning critical or politically sensitive matters.
<b>Education/Experience</b>	Combination of education and experience required to perform the duties of the assigned position.	Combination of education and experience required to perform the duties of the assigned position.	Combination of education and experience required to perform the duties of the assigned position.

## MPP PROFESSIONALS

<i><b>FACTOR</b></i>	<i><b>JOB CATEGORY 4</b></i>	<i><b>JOB CATEGORY 5</b></i>	<i><b>JOB CATEGORY 6</b></i>
<b>Freedom to Act</b>	Works under general direction. Follows established policies and procedures. Work is reviewed for soundness of judgment and effectiveness in achieving desired results.	Works with minimal direction. Independently determines and develops approach to solutions. Work is reviewed upon completion for effectiveness in achieving desired results.	Work is independently by exercising considerable latitude in determining and achieving objectives of complex assignments. Completed work is reviewed from a relatively long term perspective for desired results.
<b>Policy Involvement</b>	Develops and implements policies for a functional area. Interprets, executes, and recommends modifications to department or campus policies.	Participates with the management team in the development and administration of department, division, campus or systemwide policies.	Consults with executive management in the development and administration of department, division, campus, or systemwide policies.
<b>Problem Complexity</b>	Provides solutions to a variety of problems.	Provides solutions to wide range of difficult problems. Solutions are imaginative, thorough, and practicable.	Develops solutions to complex problems which require the regular use of ingenuity and creativity.
<b>Impact</b>	Failure to achieve results or erroneous decisions or recommendations may cause delays or recommendations may cause delays in program schedules and may result in the allocation of additional resources.	Failure to obtain results or erroneous decisions or recommendations would normally result in serious program delays and expenditure of resources.	Erroneous decisions or recommendations would normally result in failure to achieve critical organizational objectives.

## MPP PROFESSIONALS (CONTINUED)

<i><b>FACTOR</b></i>	<i><b>JOB CATEGORY 4</b></i>	<i><b>JOB CATEGORY 5</b></i>	<i><b>JOB CATEGORY 6</b></i>
<i><b>Liaison</b></i>	Contacts are primarily within the campus with infrequent contacts outside the campus on routine matters.	Frequent contacts within and outside the campus. Represents the campus in providing solutions to difficult problems associated with specific projects.	Represents the campus as the primary contact on assigned projects and may function in project leadership role. Interacts with senior administrators on significant matters often requiring coordination across organizational lines.
<i><b>Knowledge</b></i>	General knowledge and understanding of the fundamental concepts, practices, and procedures of a specialized field.	Thorough knowledge and understanding of the principles, practices, and procedures of a specialized field.	Comprehensive knowledge and understanding of the principles, practices, and procedures of a specialized field.
<i><b>Education</b></i>	Typically requires a Bachelor's Degree or equivalent.	Typically requires a Bachelor's Degree or equivalent.	Typically requires a Master's Degree or equivalent.
<i><b>Experience</b></i>	Employees usually have 2-5 years of professional experience.	Employees usually have 5-8 years of professional experience.	Employees usually have more than 8 years of professional experience.

## MPP SUPERVISORS

<i><b>FACTOR</b></i>	<i><b>JOB CATEGORY 7</b></i>	<i><b>JOB CATEGORY 8</b></i>	<i><b>JOB CATEGORY 9</b></i>
<i><b>Freedom to Act</b></i>	Assignments are received in relatively straight forward task oriented terms. Provides direction to subordinates guided by established policies and precedents. Work is reviewed for soundness of judgment and overall quality and efficiency.	Assignments are received in task and objective oriented terms. Provides direction to subordinates based on general policies and management guidance. Work is reviewed upon completion for adequacy in meeting objectives.	Assignments are received in objective oriented terms. Provides guidance to subordinate supervisors or high level staff specialists based on organizational goals and university policy. Work is reviewed in terms of meeting objectives and schedules.
<i><b>Policy Involvement</b></i>	Interprets and executes policies that typically affect individual employees of a sub-unit.	Interprets and execute policies that typically affect subordinate organizational units. Recommends modifications to operating policies.	Establishes operating policies that affect subordinate organizational units. Interprets, executes, and recommends modifications to organizational policies.
<i><b>Impact</b></i>	Erroneous decisions or recommendations or failure to get results might cause delays in program schedules and result in the allocation of additional resources.	Erroneous decisions or recommendations or failure to complete assignments would normally result in serious delays to assigned projects with considerable expenditure of time, human resources, and funds without jeopardizing future business activity.	Erroneous decisions or recommendations would normally result in critical delays and modifications to projects or operations; cause substantial expenditure of time, human resources, and funds; and jeopardize future business activity.

## MPP SUPERVISORS (CONTINUED)

<i><b>FACTOR</b></i>	<i><b>JOB CATEGORY 7</b></i>	<i><b>JOB CATEGORY 8</b></i>	<i><b>JOB CATEGORY 9</b></i>
<i><b>Supervisory Relationship</b></i>	Accomplishes task through predominately non-exempt (e.g. clerical or service/maintenance) employees.	Accomplishes results through non-exempt and exempt employees (e.g., service/maintenance, skilled, or technical) who exercise significant latitude and independence in their assignments.	Accomplishes results through subordinate supervisors, or exempt specialist employees. Modifies the structure of organizational units or a centralized functional activity subject to approval of management.
<i><b>Direct Work Involvement</b></i>	Monitors work operations on a daily basis and actively assists, or provides direction to, subordinates as required. May perform ongoing tasks or organizational units.	Functions as advisor on all projects and tasks assigned to the organizational units under supervision. Becomes actively involved only when subordinates require assistance to meet established schedules or to resolve complex technical or operational problems.	Responsible for all projects assigned to the organizational units. Acts as an advisor to subordinates to help meet established schedules or resolve technical or operational problems. Directly participates in establishing and administering many centralized functional projects. Submits and administers budget schedules and performance standards.
<i><b>Liaison</b></i>	Majority of contacts are internal to the campus and are with subordinates and supervisors at equivalent levels or one level higher. Contacts are normally involved with specific phases of a project or operation. External contacts are infrequent and involve routine matters.	Frequent contacts (internal and external) at various levels of management concerning operations or scheduling of specific phases of projects. Conducts briefings and participates in technical meetings for internal and external representatives concerning specific operations.	Frequent contacts with equivalent level campus managers and external representatives concerning projects, operational decisions, scheduling requirements, or contractual clarifications. Conducts briefings and technical meetings for internal and external representatives.
<i><b>Knowledge</b></i>	Basic knowledge and understanding of supervisory principals and practices. Working knowledge of the work policies, practices, and procedures of the assigned area.	Thorough knowledge of effective supervisory principals, practices, and techniques. Thorough knowledge of effective work policies, practices, and procedures.	Comprehensive knowledge of the principals and practices of supervision. Specialized knowledge and expertise in the assigned area of responsibility.
<i><b>Education/Experience</b></i>	Combination of education and experience required to perform the duties of the assigned position.	Combination of education and experience required to perform the duties of the assigned position.	Combination of education and experience required to perform the duties of the assigned position.

### **SALARY ADMINISTRATION**

The MPP Job Reporting System is designed to provide each campus president with the flexibility necessary to recruit and retain well qualified employees in administrative management, professional management, and supervisory management positions. Within broad guidelines established by the CSU Board of Trustees and the Chancellor, each campus president develops, implements, and administers its own salary program for MPP employees.

#### **MPP SALARY STRUCTURE**

The MPP salary structure consists of four broad salary ranges with minimum and maximum salary rates. These salary ranges called *Administrative Grade Levels* as identified below:

- **Administrator I**
- **Administrator II**
- **Administrator III**
- **Administrator IV**

The minimum and maximum salary rates for each Administrative Grade Level are periodically adjusted by the Chancellor's Office. Current rates can be found in the CSU Salary Schedule. Campuses allocate MPP positions to these four salary ranges on the basis of criteria that includes the following:

- Job Analysis
- Internal Equity
- Reporting Relationships
- Market/Salary Analysis
- Recruitment Needs

#### **MPP POLICIES, PROGRAMS AND RESOURCES**

MPP policies, programs and resources, as well as the MPP Job Reporting System Administrative Guide are located on CSU's MPP Employee Policies and Programs Web site at: <http://www.calstate.edu/HRAdm/Policies/mpp.shtml>.

### CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS)

The MPP Job Reporting System utilizes the Campus Information Retrieval System (CIRS) for the online maintenance of the systemwide and campus tables as well as the reporting capabilities.

#### **JOB CODE TABLES**

The MPP Job Code tables consist of a systemwide MPP 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 and tracking campus specific MPP job titles and creating organizational structure, appropriate to each campus.

#### **1. *Table Maintenance Roles and Responsibilities***

The Chancellor's Office is responsible for updating the systemwide table and providing these updates to CMS Central. Campus-designated CIRS users have the ability to update the campus tables. The campus CIRS Security Coordinator has a list of those employees who maintain the campus table. Further information is provided in the instructions in the *CIRS User Manual* (refer to Online Applications, MPP Job Codes section).

#### **2. *Data Elements***

The following is a description of key fields on the MPP Job Code Table. This information can also be found in the CIRS Data Element Dictionary (DED).

- *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, Job Function, and Job Category.
- *Job Family Title*  
This title is assigned by the systemwide office and may not be changed at the campus level. The Job Family includes functions that share similarities in the nature of work. The first digit of the MPP Job Code represents the Job Family.
- *Job Function Title*  
This title is assigned by the systemwide office and may not be changed at the campus level. The Job Function describes work activities commonly associated with a particular occupational group or discipline. The second and third digits of the MPP Job Code identify the MPP Job Function.
- *Job Category Title*  
This title is assigned by the systemwide office and may not be changed at the campus level. Categories indicate whether the scope of a MPP position primarily is supervisor, professional, or administrative.

- *Affirmative Action Code*  
This code is assigned by the systemwide office and may not be changed at the campus level. The affirmative action code created on the MPP Job Code Table is used in IPEDS reporting of MPP employees. (Note: For non-MPP employees, the affirmative action code is based on the class/range code.)
- *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 MPP 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.
- *Campus Organization Code/Title*  
These are optional fields that may be used by the campus to signify a reporting relationship.

### 3. *Table Maintenance*

In response to campus concerns regarding the time and cost of preparing CIRS reports, “inactive” (not in current use) MPP Job Codes are not included in the systemwide and campus tables. These MPP Job Codes remain available for campus use at any time, but first must be reactivated. Reactivation instructions are provided under Procedure for Reactivating Job Codes.

Each campus may delete, and subsequently add back, MPP Job Codes to the campus table as long as the code that is being added is currently on the systemwide table; an online error message will occur if it is not on the systemwide table. Each night an update process is run on CIRS so the changes are available the following day for *ad hoc* reporting.

### 4. *Procedure for Reactivating Job Codes:*

- A campus may “reactivate” a MPP Job Code that is “inactive” on the systemwide MPP Job Code table by sending an email request to Human Resources Administration (HRA) in the Chancellor’s Office at [hradmin@calstate.edu](mailto:hradmin@calstate.edu).
- HRA Staff reactivates the MPP Job Code on the systemwide table.
- The day following the systemwide code reactivation, campus staff may add the MPP Job Code to the campus table using the MPP Job Code Online application in CIRS. Refer to the CIRS User Manual for instructions on adding a MPP Job Code. Position titles can be changed on the campus table at this time.
- The day following step C, the campus customized MPP Job Code will be in the systemwide table and an ad hoc report with the new MPP Job Code can be generated.

### **REPORTS**

Campuses can report on MPP Job Code data using pre-generated Compendium reports or by generating custom ad hoc reports.

#### ***1. Compendium Reports***

Many reports are available from the CIRS Compendium that includes MPP Job Code as a data element. Others sort by MPP Job Code and include only MPP employees.

#### ***2. Ad Hoc Reporting***

Custom ad hoc reports also may be produced using the FOCUS reporting language. Refer to the CIRS User Manual for detailed instructions on the ad hoc reporting functions. Refer to the CIRS DED for information on the data elements available for ad hoc reporting.

### **PROCEDURE FOR CORRECTING INVALID MPP JOB CODES**

#### ***Print CIRS Compendium Report B81, Invalid MPP Job Code Entries***

A list of invalid MPP Job Codes on employment history records is available on the compendium feature of CIRS under 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 MPP 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.

- Keying errors on employment history (PIMS). An example of a keying error would be typing the letter “O” instead of the number “zero” when entering the MPP Job Code on the employee’s PIMS transaction. In this case the error report may list an employee’s MPP Job Code as MQ12 instead of M012. For these types of errors, correct the originating transaction (e.g., CRO, A63) and enter the correct MPP Job Code in Item 876. All subsequent transactions also must 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 MPP Job Code in Item 876. All subsequent transactions also must 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 implementation date was January 1, 1995 or the beginning of the academic pay period for the month of January 1995, or the effective date of the return from an unpaid leave. All subsequent transactions must also be corrected. In this case, Item 215 on the CRO must state CONV 876.
- The MPP Job Code is correct according to the MPP Job Reporting System Administrative Guide, but is still listed on the CIRS B81 Compendium 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) who maintains the CIRS MPP Job Code table will need to add the code(s). Instructions are provided in the CIRS User Manual under Online Applications, MPP Job Codes.
- Job Code Does Not Exist On System Wide File. If an attempt to add an MPP Job Code to the campus table results in an online message that reads, “Job Code Does Not Exist On System Wide File”, this means that the code has not been established on the systemwide MPP Job Code Table. To add the MPP Job Code to the systemwide table, send an email to Human Resources Administration at [hradmin@calstate.edu](mailto:hradmin@calstate.edu) (refer to procedure for reactivating Job Codes in the Job Code Table section for more information).

*Questions may be directed as follows:*

- Security, procedures, and documentation for CIRS should be directed to the CIRS Hotline at (916/323-5694).
- Assigning MPP Job Codes or program policy should be directed to Human Resources Administration (562/951-4411).

### **EMPLOYMENT HISTORY INFORMATION**

#### **APPOINTMENTS**

Two types of codes are used to identify employees hired into MPP positions: Class Code and MPP Job Code.

- 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 Pay Scales as identified in the salary schedule, and is also required on Personnel/Payroll Transaction (PPT) documentation.
- MPP Job Code: Identifies the MPP position in terms of Job Family, Job Function and Job Category. This code is maintained through the Campus Information Retrieval System (CIRS). Campuses are responsible for categorizing MPP personnel by use of this system. This MPP Job Code is also required on the PPT.

#### **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. (NOTE: Pursuant to CSU policy, no change to MPP Job Code or AGL is required when granting an MPP Equity Increase.)

A separate 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. For more information on MPP salary programs, refer to the MPP Salary Program Web site at: <http://www.calstate.edu/HRAdm/SalaryProgram/MPP/index.shtml>.

#### **SPECIAL LICENSE, CERTIFICATE & REGISTRATION REQUIREMENTS**

Campuses are responsible for monitoring MPP positions that require any special license, certificates, and/or registration requirements and for ensuring incumbents possess the appropriate related qualifications. The State Controller's Office does not monitor campus compliance with special license, certificate, or registration requirements for MPP positions. Campuses have the option of tracking License Type and Expiration Date in PIMS via Item 560. Please refer to the PIMS manual for more information. Campuses may use another system such as the CMS Baseline system to track this information.

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

<b>Position</b>	<b>Typical Requirement (Granting Authority)</b>	<b>Renew Every</b>	<b>PIMS License Type</b>
Architect	California Architect License (Consumer Affairs/California Architect Board)	2 yrs	2
Attorney	License to practice law in California (Current membership in The State Bar of California)	Annual	4
Auditor	Certified Public Accountant License (Consumer Affairs/California Board of Accountancy) -or- Certified Internal Auditor (The Institute of Internal Auditors/CIA Exam)	2 yrs	2
Clinical Lab Technologist Supervisor	Clinical Laboratory Scientist License - (California Department of Health Services)	Annual	4
Diving Safety Officer	Diving Instructor License issued by nationally recognized agency (e.g., Professional Association of Diving Instructors or National Association of Underwater Instructors or Scuba Schools International)	Annual	4
Emergency Vehicle Supervisor	Appropriate Valid California Driver's License and other requirements outlined in the California Vehicle Code (Department of Motor Vehicles)	Varies	1
Engineer	Professional Engineer License – Civil, Electrical, Mechanical or Structural (Consumer Affairs/Board for Professional Engineers & Land Surveyors)	2 yrs	2
Fleet Supervisor	Appropriate Valid California Driver's License (Department of Motor Vehicles)	Varies	1
Parking Supervisor	Appropriate Valid California Driver's License (Department of Motor Vehicles)	Varies	1
Physician Supervisor/Medical Director	License to practice medicine in California (Consumer Affairs/Medical Board of California) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/ Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor's Office)	2 yrs	2
Public Safety Director/ Chief of Police	Appropriate Valid California Driver's License (Department of Motor Vehicles) and P.O.S.T. Certification	Varies	1/4

<b>Position</b>	<b>Typical Requirement (Granting Authority)</b>	<b>Renew Every</b>	<b>PIMS License Type</b>
Student Health Center Director	License to practice medicine in California (Consumer Affairs/Medical Board of California) plus one of four specialties: Family Practice, Internal Medicine, Obstetrics/ Gynecology, Pediatrics/Adolescent or an equivalency approved by the Chancellor's Office)	2 yrs	2
Nurse Supervisor	Registered Nurse License (Consumer Affairs/Board of Registered Nursing)	2 yrs	2

### INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

The Integrated Postsecondary Education Data System (IPEDS) is a method of collecting and categorizing data within broad occupational groups by gender and race.

**OVERVIEW OF CSU IPEDS REPORTING:**

The CSU uses Affirmative Action (AA) codes to determine the IPEDS occupational activity group. For MPP employees, AA Codes are assigned to each MPP Job Code by Human Resources Administration (HRA), based on the characteristics of the code (Job Family, Job Function, Job Category). An overview of how the fields are mapped is provided below:

Job/Reporting Category (last digit of MPP Job Code)	Affirmative Action Code (first character only)	IPEDS Occupational Activity Group
1-3 (Administrator)	E	Executive/Administrative/Managerial
4-6 (Professional)	P	Other Professionals (Support/Service)
7-8 (Supervisory)	T C S M	Technical and Paraprofessional Clerical and Secretarial Skilled Crafts Service/Maintenance
9 (Supervisory)	E	Executive/Administrator

**EXAMPLE**

An individual performs complex clerical work within the Cashier's Office and supervises staff which qualifies the position as a HEERA designated supervisor. The MPP Job Code and AA code would be:

MPP Job Code            =       CO87  
 AA Code                    =       COX (reported under IPEDS clerical group)

**Reminders:**

HEERA designated supervisors are normally reported as supervisors unless the work performed is significantly different from the work of staff supervised.

Example - If a MPP accountant performs staff accountant work, but also supervises a number of accounting technicians, coding the accountant in the Professional Job Category (either a 4, 5 or 6) may be more representative of the type of work performed.

The Affirmative Action coding for Supervisory Job Categories 7-8 will vary depending upon the functional area. It is important to check the MPP Job Code table for the Affirmative Action code to ensure accurate IPEDS reporting.