



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Management Personnel Plan - Compensation	
Department: Staff Human Resources	Reference No.:
Division: Administration and Finance	Issue Date: October 2006
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Web Links: Management Personnel Plan MPP Equity Increase Program HR 2002-19	Expiration Date:

The Management Personnel Plan (MPP) provides the President with flexibility to determine appropriate salaries to be paid MPP employees and appropriate adjustments to be provided based on merit. In order to facilitate MPP Salary Administration, each CSULB MPP position has been placed on a salary sub-range by Staff Human Resources in consultation with each Vice President, based on the average salary of comparable positions on this campus, positions on other CSU campuses, and positions from various market compensation surveys. The following CSULB criteria will be used to determine the placement of a MPP position within the assigned salary sub-range:

New Appointments

- The hiring authority may offer a salary up to the top of the first quartile of the assigned salary sub-range based on the criteria listed below¹.
- Salary offers above the 1st quartile will require advance consultation with a Staff Human Resources Manager who will consider internal equity issues as well as verify the candidate's education, relevant experience, or other information to justify salary placement consistent with the MPP sub range quartile criteria listed below².

¹ MINIMUM OF THE RANGE TO THE TOP OF THE FIRST QUARTILE:

Hiring within the first quartile of the salary range is appropriate when the candidate is:

1. Qualified for the position by meeting the essential qualifications advertised for the position.
2. Will require a training period to become fully familiar with the requirements of the position.
3. Will have completed equivalent to a bachelor's degree in a related field **and** 1 - 3 years of relevant experience which includes similar skills, effort, and scope of duties and responsibilities. The previous experience is generally in higher education or type of industry or organization where the majority of skills are transferable.

² SECOND QUARTILE UP TO THE MIDPOINT:

The midpoint is considered to be the target pay level for MPP employees who have expertise in the required job skills and the ability to perform at an independent level. Hiring within the second quartile of the salary range is appropriate when the candidate is:

1. Highly skilled and will need minimal training.
2. Will have completed equivalent to a bachelor's degree in a related field **and** 4 - 6 years of relevant experience which includes similar skills, effort, and scope of duties and responsibilities. The previous experience will have been in higher education or type of industry or organization where the majority of skills are transferable.

ABOVE MID-POINT:

Hiring above the midpoint may be justified if the candidate is:

1. Highly qualified with specialized and or exceptional expertise.
2. Will have completed equivalent to an advanced degree in a related field **and** have a minimum of 7 years of relevant experience which include similar skills, effort, and scope of duties and responsibilities. The previous experience will have been in higher education or type of industry or organization where the majority of skills are transferable.
3. Placement at this point in a salary range must leave no doubt that the individual will be able to offer more skills, expertise, and proven ability to assume a level of responsibility equal to, or above, those paid at the



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same rate in similar jobs in other CSULB and CSU departments or other external organizations.

Reclassifications, Reassignments, Promotions:

- Appointing authorities may offer a salary up to the top of the first quartile of the assigned salary sub-range based on the criteria listed below¹.
- Salary offers above the 1st quartile will require advance consultation with a Staff Human Resources Manager who will consider internal equity issues as well as verify the candidate's education, relevant experience, or other information to justify salary placement consistent with the MPP sub-range quartile criteria listed below².

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Hiring within the first quartile of the salary range is appropriate when the candidate is:

1. Qualified for the position by meeting the essential qualifications advertised for the position.
2. Will require a training period to become fully familiar with the requirements of the position.
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Equity Increases

- An equity increase, based on market comparisons, requires Staff Human Resources to review an incumbent's salary as a result of a request by the Division Vice President. Presidential approval pursuant to Chancellor's Office policy (HR 2002-19) is required.
- Salary equity increases above the midpoint of the assigned sub-range require a compelling written narrative based on justifiable, special circumstances that include:
 - External pressure in high demand areas.
 - Internal salary compression, when created by increases awarded to classified staff through the collective bargaining process, or by new hires who are hired at competitive levels and report to the affected management position; and retention of university mission critical positions. This includes individuals with specialized skills or experience that are uniquely critical to the program or completion of high priority projects.
- Salary Placement will follow the MPP Sub-Range quartile criteria stated above.



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MPP Sub-Range Adjustments

- The sub-range assigned to an MPP position may be adjusted upon advance approval of and consultation with Staff Human Resources if the position's responsibilities significantly change through a re-organization, or as documented by an updated position description. "Significant change" is denoted by various factors such as (a) more direct reports; (b) more responsibility/accountability; and/or (c) other substantive rationale.
- Salary Placement will follow the MPP Sub-Range quartile criteria stated above.

FORMS: NA