

California State University, Bakersfield Management Personnel Plan Position(s) Justification

Effective immediately, based on a recommendation made by the California State Auditors, the CSU requires written justifications for both the purpose and specific number of proposed additional management positions. When filling a vacant but existing MPP position, while the form must be completed it is only necessary to indicate: the position exists, working title, the past incumbent is no longer employed with CSUB and the existing duties will continue.

The Chancellor, President or designee shall assign each MPP position to one of the four grade levels within the MPP. The assignment of a position to a particular grade level shall be based on an assessment of the skills, knowledge, and other qualifications needed to satisfactorily perform the position's assigned duties as well as the nature and complexity of the program, or organizational unit managed, or number of employees supervised by the position, the scope of management or supervisory responsibility, job demands, extent of independent decision making authority, accountability, and impact of policies administered and/or decisions made.

Justifications may include:

- The number of employees to be supervised
- The impact to the campus community
- Why this position is necessary, what work needs to be done, and why now
- The project/work that will be in jeopardy of non-completion if this position is not filled
- Whether the work will be on-going and, if not, the expected completion date
- A staffing analysis based on data from CSUB, the CSU or other similar institutions, as appropriate

Please provide appropriate documentation and/or data that you believe demonstrates or supports your request. If a reorganization of the functional area has been completed, provide the details of the changes made and the current and prior organization chart.

The Management Personnel Plan Position(s) Justification Form must be completed, and the appropriate signatures obtained. Then, please forward the completed form to Human Resources.

By September 30th of each year, the Office of Human Resources shall review the new MPP positions that were established during the most recent fiscal year. A determination will be made to insure there was written justification for the purpose of each position and that the number of positions was based on a workload staffing analysis or something similar. If either of those elements is missing, an explanation shall be provided and, if appropriate, a corrective action plan. The results of this annual review will be documented.

Explanation of request type:

- Newly created MPP (new position)
 - This is an added management position.
- Newly created MPP (repurposed position—not previously an MPP position)
 - This was a bargaining unit position that you are requesting to be changed to a MPP position. Position is vacant.
- Appointment from staff to MPP (Reclassification)
 - Requesting that an incumbent in a current bargaining unit position be reclassified to a MPP position.
- Replacement – Who was the former incumbent? _____ (Name)
 - Requesting to recruit for replacement of a MPP position.
- Previously approved new MPP position, not recruited in FY approved _____ (FY approved)
 - This newly created MPP position was previously approved but was not recruited for in the fiscal year that it was approved.

Please contact the Office of Human Resources if you have questions regarding this process.



MPP Position(s) Justification Form

Office of Human Resources

This request is for a:	<input type="checkbox"/> Newly created MPP (new position) <input type="checkbox"/> Newly created MPP (repurposed position - not previously an MPP position) Previous position job title: _____ <input type="checkbox"/> Appointment from Staff to MPP (Reclassification) <input type="checkbox"/> Replacement – Who was the former incumbent? _____ <input type="checkbox"/> Previously approved new MPP position, not recruited in FY approved ____ (FY approved)
Working Title:	
Admin Grade Level:	
Division:	
Department:	
Contact Name:	
MPP Supervisor:	
Number of MPP position(s) to be hired/reclassified:	
List the position(s) reporting to the MPP:	

Why is this "Position" and/or "Action" necessary? Specify the responsibilities that need to be performed. How do these responsibilities align with the strategic goals of the University?

Do these responsibilities have a safety or compliance impact to the campus or to others? If so, please specify.

Does this position have campus-wide and/or system-wide impact? If so, please specify.

Is the work continuous? Yes No **If no, what is the expected end date:** _____

Please provide appropriate documentation to support the request, e.g., position description, organizational chart, analysis, proposals, etc.

MPP Supervisor's Signature	Date
Vice President's Signature	Date
President's Signature	Date