

Working Title Update Request

Complete this form to update employment Working Title. Completed forms can be returned to Human Resources in Sierra Hall room 110.

*All working titles must follow CSU Working Titles Guideline (Non-Faculty Represented, Confidential and Excluded Employees) effective January 1, 2016 on page 2 of this document.

**For assistance completing any fields on this document, contact Human Resources: (909) 537-5138 or x75138 or hrdept@csusb.edu

Employee Information	
Employee/Coyote ID Number:	Employee First Name: Employee Last Name:
Department/College Name:	
Position Number (8 digit number associated with your position on campus, work with department Analyst or Human Resources to determine):	
Current Classification (i.e. Administrative Support Coordinator, Information Technology Consultant) :	
Current Working Title (may be the same as current classification):	
Requested Working Title (100 character limit):	
Signature Approvals	
<p>Signature of approval states the following:</p> <ol style="list-style-type: none"> (1) The working title is needed to further clarify the specific function, area or specialty of the employees position. (2) The current working title is insufficient and/or not self-explanatory enough to where an updated working title is needed. (3) The requested working title clearly describes the function, responsibilities or scope of the position, and does not misrepresent the authority or function of the positions. (4) The working title requested utilizes terms that are easily recognizable and understood by internal and external entities. (5) The requested working title does not contain titles such as "Manager", "Director", "Assistant Director", and/or "Supervisor" unless the position is designated as part of the MPP (Management Personnel Plan). <p><i>For further clarification please view the CSU Working Titles Guideline (Non-Faculty Represented, Confidential and Excluded Employees) effective January 1, 2016 on page 2 of this document.</i></p>	
Employee Signature:	Date of Signature:
Employee Supervisor Name Printed: (if applicable)	
Employee Supervisor Signature: (if applicable)	Date of Signature:
Employee Appropriate Administrator Name Printed: (Must be an MPP)	
Employee Appropriate Administrator Signature: (Must be an MPP)	Date of Signature:
<p>Return completed form to Human Resources Sierra Hall, room 110 for final review. Either drop off the form, interoffice mail, or scan to us at hrdept@csusb.edu. During this review, the department of the employee may be required to submit a revised position description reflecting the new working title, and other personnel forms.</p>	
Human Resources Processing Only	
Human Resources Approval:	Date of Human Resources Approval:
Human Resources Processor Signature:	Human Resources Processor Entered Date:

Working Titles Guidelines
Non-Faculty Represented, Confidential and Excluded Employees
January 1, 2016

Purpose

This document outlines California State University's (CSU) guidelines on acceptable working titles for non-faculty represented (Units 1, 2, 4, 5, 6, 7, 8, and 9), confidential (C99), and excluded (E99) positions.

General Description

Each position is assigned a classification title based on the responsibilities and scope of the position. The classification title is the official payroll title and in most cases, adequately describes a position. However, if a position needs further clarification to identify a specific function, area, or specialty, a working title may be used to provide a better understanding of the job. Working titles may also be used to differentiate between similar roles in a workgroup, or distinguish between similar specialties within a classification.

Guidelines

A position may have only one working title, and should not duplicate another classification title. If a classification title is sufficient and/or self-explanatory, a working title is not needed. Working titles should clearly describe the function, responsibilities or scope of the position, and should not misrepresent the authority or function of the position. Terms that are easily recognized and understood by internal and external entities should be used.

Titles such as "Manager", "Director", "Associate Director", "Assistant Director", and "Supervisor" should only be used with positions designated as "management" or "supervisory". Such positions have been designated as MPP (Management Personnel Plan) in accordance with the provisions of the Higher Education Employer-Employee Relations Act (HEERA) and Title 5 of the California Code of Regulations.

HEERA defines a "management" employee as: "having significant responsibility for formulating or administering policies and programs and having discretion in the performance of their jobs beyond merely conforming to policy," and a "supervisory" employee as: "having authority, in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees..."

Positions covered under these guidelines may not use working titles that include President, Vice President, Assistant Vice President, Dean, Assistant Dean, and Provost.

Note: Certain classifications in Units 6, 7, and 9 include "supervisor" in the classification title. However, the duties and responsibilities of these positions do not have the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees.

Recommended Working Titles

The following examples are terms that may be used in working titles. This list is not meant to be all inclusive or restrictive.

Lead – Work leader for a small group; typically performs work that is substantially similar to their peers

Analyst – Professional; performs work requiring analysis

Specialist – Paraprofessional; may be subject matter expert for a certain specialization

Coordinator – High level support

Technician – Paraprofessional for technical positions

Working Title Changes

Requests for new working titles or changes to existing working titles should be submitted to the campus Human Resources office for approval. Upon approval, the department may be required to submit a revised position description reflecting the new working title, and other personnel forms.

Existing Working Titles

Working titles for positions covered under these guidelines established prior to January 1, 2016, that include “manager”, “director”, or “supervisor”, will be reviewed and amended as appropriate, at the time the position is vacated or reclassified.