

**Working Titles Guidelines**  
**Non-Academic Represented, Confidential and Excluded Employees**  
**2015**

**Purpose**

This document outlines California State University's (CSU) guidelines on acceptable working titles for non-academic 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 which includes 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.

Coordinator – High level support

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

Technician – Paraprofessional for technical positions

Analyst – Professional; performs work requiring analysis

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

### **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 [implementation date], that include “manager”, “director”, or “supervisor”, will be reviewed and amended as appropriate, at the time the position is vacated or reclassified.