

CHAPTER 39
MANAGEMENT INFORMATION RETRIEVAL SYSTEM
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CHAPTER 39

MANAGEMENT INFORMATION RETRIEVAL SYSTEM

1. GENERAL INFORMATION.

a. The Management Information Retrieval System (MIRS) was developed by the State Controller's Office (SCO) to support the personnel, payroll, and position information needs of management within the State of California. It is intended as an enhancement to other methods for obtaining personnel/payroll related reports. This system benefits the Department by reducing the costs and turnaround time associated with obtaining information from other sources.

b. Reports available through MIRS provide information related to subjects such as collective bargaining, cost projections, employer-sponsored deductions, expenditures, positions/classifications, employee statistics, ethnicity, gender, and vacancies.

c. Data Availability. The MIRS reports come from SCO's database. The time periods covered by these reports are as follows:

(1) Employment history, payments, deductions, and leave accounting.

Current plus previous 24 months. The database is updated every Friday, except the day after Thanksgiving.

(2) Position inventory. Current data only. The database is updated monthly and current data overlay the previous month.

d. The Department's MIRS Coordinator is assigned to Human Resources Section (HRS) in Personnel and Training Division (PTD).

2. POLICY/PROCEDURE TO REQUEST MANAGEMENT INFORMATION RETRIEVAL SYSTEM REPORT.

a. Policy. It is departmental policy that commands may only request data that pertain to their own command. Divisions may request information for any command within their own Division. Requests for statewide data or data that pertain to another command or Division will not be provided without approval by the appropriate Commissioner.

b. Procedure.

(1) Commands requesting a MIRS report shall prepare a CHP 147, Management Information Retrieval System (MIRS) Report Request. The

CHP 147 is an electronic form and can be found on the network. Before completing the form, refer to the back side for important instructions and information.

(2) The CHP 147 shall be forwarded from the requesting command to its Division for approval. After Division approval, the CHP 147 shall be forwarded to HRS.

(3) Statewide Data or Data of Another Command. If the request is for statewide data or that of another command, the Division shall forward the CHP 147 to the appropriate Commissioner for approval before sending to HRS.

(4) Ethnicity/Gender Data. If the request is for ethnicity/gender data, the Division shall forward the CHP 147 through the Office of Equal Employment Opportunity Section, and then to the appropriate Commissioner for approval before forwarding to HRS.

3. DEFINITIONS.

a. Active Employees. Currently active employees employed by the California Highway Patrol (CHP).

b. Temporarily Separated Employees. Temporarily separated employees last employed by CHP (leave of absences, disability retirements, medical terminations, military leaves, etc.).

c. Permanently Separated Employees. Permanently separated employees last employed by CHP (voluntary separations, dismissals, service retirements, etc.).

4. DATA AVAILABLE.

a. Personal Data. This category contains personal information for each employee that is active or temporarily/permanently separated within the prior 24 months. It does not include employees who have transferred to another state agency. The personal information available includes name, birth date, age, Social Security number, address, gender, and ethnic origin.

b. Employment Position Data (Current). This category contains current employment history for each employee that is active or temporarily/permanently separated within the prior 24 months. It does not include employees who have transferred to another state agency. The data available include the following:

(1) Transaction code and effective date of position.

- (2) Position number (agency, reporting unit, class, serial number).
- (3) Salary (rate, plus salary, pay frequency, range, time base).
- (4) Collective bargaining unit/designation.
- (5) Anniversary date for Special In-grade Salary Adjustment, Merit Salary Adjustment, probation (status, duration).
- (6) Retirement (system affiliation, rate, membership status – Old Age, Survivors, and Disability Insurance [OASDI]/Medicare/safety/survivor).
- (7) Job qualification (professional license/credential/certificate possessed, expiration date).
- (8) Employment status (active, temporary separation, permanent separation).

c. Employment Position Data (Current/Historical). This category contains employment history for each employee that is active or temporarily/permanently separated within the prior 24 months. It does not include employees who have transferred to another state agency. This category includes the same information listed under paragraph 4.b.

d. Payment and Deduction Data. This category contains payroll-related data for active and temporarily/permanently separated employees. It also includes payment and deduction data issued by CHP for employees who have transferred to another state agency. Deduction information is only available for employer-sponsored health, dental, vision, benefit life, and FlexElect/spending account deductions. The data available include the following:

- (1) Payment position (agency, reporting unit, classification, and serial number), payment type, pay period, gross pay, time paid, and issue date.
- (2) Retirement contribution (employee and employer).
- (3) OASDI/Medicare+.
- (4) Employer-sponsored benefit deductions (employee and employer contributions and administrative costs).

e. Pay Scale Data. This category contains current (data on SCO's files as of the date the category is updated) pay scale-related data for active classifications and classifications abolished during a given fiscal year which are used within the civil service system. The data available include the following:

- (1) Classification code, type, and title (abbreviated version).

- (2) Collective bargaining unit/designation.
- (3) Salary Structure Table.
- (4) Alternate range identification.

f. Leave Benefit Data (Current/Historical). This category contains leave benefit history for active or temporarily/permanently separated employees. It may also include employees who have transferred to another state agency. The information available includes the following:

- (1) Total months of state service.
- (2) Leave benefit balance and accrual rate.
- (3) Waiting period ending date.
- (4) Leave benefit identifier and leave benefit name.
- (5) Leave period.
- (6) Leave benefit transaction code and name (accrual, earn, use, etc.).
- (7) Leave transaction amount.

g. Position Inventory Data. This category contains only current position inventory data which is updated monthly. The information available includes the following:

- (1) Authorized full time equivalency of the position.
- (2) Established authorized positions, filled and/or vacant.
- (3) Effective and/or expiration date of the position.
- (4) Potential abolished positions with no expenditures for six or more consecutive months.
- (5) Number of consecutive months a position had no expenditures.
- (6) Employees off payroll due to an approved leave.
- (7) Prior agency code, reporting unit, classification code, serial number, and/or position number for reclassified position.

5. REPORT GENERATING/QUERY CAPABILITIES.

- a. Arithmetic operations (addition, subtraction, multiplication, and division).
- b. Value comparison (such as whether gender is female or male).
- c. Data sorting (command, name, salary, etc.).
- d. Special calculations (minimum, maximum, average, percentage of counts, etc.).
- e. Totals (row, column, subtotals, grand totals, etc.).
- f. Logic control (example: if salary is greater than \$2,000, then "high"; if not, then "low").
- g. Report formatting.
- h. Multiple functions within the same report request (such as summary and detail information on the same report).
- i. Retain report programs which can be used repeatedly (catalog in libraries).
- j. Download into Word document or Excel spreadsheet.

6. REPORT IDENTIFICATION NUMBER. Each MIRS report will be assigned an identification number by HRS containing three elements. The first element identifies the type or frequency of the report. The second element identifies the requesting command. The third element identifies the sequence of the report. (Refer to Annex A.)

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ANNEX A

MANAGEMENT INFORMATION RETRIEVAL SYSTEM REPORT IDENTIFICATION NUMBER

<p>Each Management Information Retrieval System report is assigned an identification number by Human Resources Section (normally placed at the end of the report). The following is an example of how the identification number is determined:</p>		
(1) M TYPE OF REPORT	(2) 096 REQUESTING COMMAND	(3) 001 SEQUENCE OF REPORT
(1) TYPE OF REPORT		
M	Monthly	Run at the beginning of the month.
MM	Monthly	Run mid-month.
Q	Quarterly	Run quarterly at the beginning of the month requested.
QQ	Quarterly	Run quarterly mid-month.
S	Semi-Annual	Run twice annually in the months requested.
A	Annual	Run annually in month requested.
SR	Special Request	Usually a one-time request.
DE	Define	A report to rename fields (i.e., 096 - renamed to Human Resources Section).
(2) REQUESTING COMMAND		Command location code (i.e., 096 = Human Resources Section).
(3) SEQUENCE OF REPORT		Sequence number by type of report and requesting command.

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