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|-----------------------|--|--|-------|--|--|--|--|--|--|
| FOR STAFF HR USE ONLY |  |  |       |  |  |  |  |  |  |
| Reviewed by:          |  |  | Date: |  |  |  |  |  |  |

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
STAFF HUMAN RESOURCES**

**POSITION DESCRIPTION**

Note: A current and accurate Position Description is required for each staff position on campus, and must be on file in the Office of Staff Human Resources. The Position Description should be completed by the supervisor with the assistance of the incumbent. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor, the Administrative Services Manager, and appropriate administrator prior to submission to Staff Human Resources. Please attach a current copy of the organizational chart for your department.

DATE: July 28, 2016

COLLEGE / DIVISION: Physical Planning and Facilities Management

DEPARTMENT: Planning and Sustainability

**Please check one:**

**RECRUITMENT**

- New Position
- Existing Position

**CLASSIFICATION REVIEW**

- Cycle Review
- Individual Requested
- Management Requested

**REVISION**

- Changes in job duties
- Change in Supervisor
- Signed Copy
- Other

INCUMBENT:

EMPLOYEE ID:

CLASSIFICATION: Administrative Analyst/Specialist - Exempt II

WORKING TITLE: Sustainability Coordinator

POSITION NUMBER: 00000198

TIME BASE: 1.0

SUPERVISOR: Capital Project Manager (00005771)

Position requires access to PeopleSoft (Please check those that apply):

- Finance     Human Resources     Student Administration     None

I. **PURPOSE OF POSITION:** State the basic purpose of the position in one or two specific statements.

The Sustainability Coordinator is responsible for implementing and coordinating sustainability practices and programs among the campus community of students, faculty and staff by planning, analyzing, reporting, communicating, and launching campus wide sustainability programs and initiatives. Sustainability programs include energy efficiency, water conservation projects, recycling projects, and collaborative sustainability projects with students and faculty.

Under the supervision of the Energy and Sustainability Manager, the Sustainability Coordinator is responsible for coordinating and maintaining the University's leadership role in sustainability in the following arenas: within the campus community, CSU/UC system, within the City of Long Beach and other surrounding cities, and nationally within higher education.

Incumbent is responsible for working within and across all units and boundaries of the University to develop and foster partnerships between academic programs and University administrations/operations to institutionalize sustainability values and resource conservation. Coordinates the work of others throughout the University to assure program goals and objectives are met. Coordinate the work of student assistants and volunteers for research initiatives and project development and implementation.

- II. **MAJOR RESPONSIBILITIES:** Clearly list the major responsibilities in descending order from the most important to the least important. Indicate approximate percentage of time spent in each.
1. Develop and coordinate plans, programs and initiatives to meet campus sustainability needs (25%)
  2. Maintain sustainability communication and outreach programs (25%)
  3. Coordinate the activities of the Campus Sustainability Task Force under the supervision of the Energy and Sustainability Manager (20%)
  4. Coordinate and support sustainability events, activities, class projects, and groups clubs (15%)
  5. Supervise Sustainability Assistant, Student Assistants and Interns (15%)
- III. **CHANGES IN RESPONSIBILITIES:** What changes have occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased, which ones and in what way? Were new duties added? What did they replace? The following duties have been increased: Supervise full-time sustainability assistant in place of ½ time intern.
- The following duties have been added: Integrate the work of the Resilience Commitment Community Outreach faculty member with the other work of the Sustainability Office and Sustainability task Force. Supervise full-time staff member.
- IV. **LIST OF TASKS OR DUTIES:** Use action verbs such as type, install, and receive to describe what is done, with or for whom the action is taken and purpose or outcome achieved. This list should support the major responsibilities indicated in Section II.
1. Develop and coordinate plans, programs and initiatives to meet campus sustainability needs (25%)
    - a. Develop, type, and publish sustainability reports to communicate project status and results to the Energy and Sustainability Manager and the Sustainability Task Force.
    - b. Analyze current procedures and processes and develop sustainable recommendations to the sustainability task force.
    - c. Create and organize project files to ensure project scope, implementation, and results are well documented.
    - d. Develop and report metrics for evaluating project effectiveness.

- e. Develop project budgets and cost benefit analysis for presentation to the Energy and Sustainability Manager and the Sustainability Task Force.
  - f. Publish greenhouse gas emissions inventories and climate action plans.
  - g. Coordinate with individuals, groups, departments to develop and implement campus sustainability policies and procedures.
  - h. Complete required internal sustainability reports.
2. Maintain sustainability communication and outreach programs (25%)
- a. Develop and maintain the campus Sustainability, Tracking, Assessment, and Reporting System (STARS) database and reports.
  - b. Develop relationships to support the University's sustainability programs and initiatives.
  - c. Represent the University at local, regional and national conferences and forums.
  - d. Develop and coordinate campus wide sustainability outreach programs and events such as Eco Week, Earth Week, Green Generation Community Event, and other campus sustainability events.
  - e. Design and provide sustainability educational materials for the campus and community.
3. Coordinate the activities of the Campus Sustainability Task Force under the supervision of the Energy and Sustainability Manager (20%)
- a. Coordinate and implement sustainability initiatives recommended by the Committee.
  - b. Identify and utilize campus media and communication resources to publicize and promote the activities and accomplishments of the Sustainability Task Force.
  - c. Integrate the work of the Resilience Commitment Community Outreach faculty member with the other work of the Sustainability Office and Sustainability task Force
    - Meet regularly with Resilience Commitment Coordinator to receive briefings on community outreach/resilience planning activities
    - Collaborate with Resilience Commitment Coordinator to develop communications and reports related to community outreach/resilience planning activities, including but not limited to:
      - Preparing presentations/briefings for STF and other campus/community stakeholders
      - Reviewing/editing Resilience element of the Climate Action Plan
      - Updating Sustainability website and other communication tools to incorporate information/updates on resilience planning activities
4. Coordinate and support sustainability events, activities, class projects, and groups clubs (15%)
- a. Coordinate internships to provide students with "learn/work" experience in the planning, development and implementation of sustainability programs.
  - b. Collaborate with academic programs to involve faculty and students in campus wide sustainability projects, initiatives and research projects.

- c. Connect related academic programs to University based Sustainability programs and operational needs.

5. Supervise Sustainability Assistant, Student Assistants and Interns (15%)

- a. Supervise full-time sustainability assistant
- b. Conduct interviews and selection of student assistants under the direction of the Energy and Sustainability Programs Manager
- c. Coordinate the day to day activities of student assistants, interns, and volunteers.
  - Provide initial and ongoing training to Sustainability Assistant, Student Assistants and interns to ensure that they have the knowledge required to meet the requirements of their positions and adhere to university and office protocols
  - Assign projects and tasks to be completed by and with the assistance of Sustainability Assistant, Student Assistants and interns
  - Directly communicate project goals and expectations to the team and oversee timely and effective execution
  - Monitor accurate record keeping related to hours worked by Student Assistants and for-credit interns
  - Collaborate with faculty to develop “Campus as a Living Lab” projects for their courses and assist with training and supervising students involved with those projects

V. **SUPERVISION OF OTHERS:** List of individuals that incumbent trains and supervises. Indicate name, title, hours per week, and type of supervision.

| Name                             | Class Title | Hrs/Week | Type of Supervision                 |                          |
|----------------------------------|-------------|----------|-------------------------------------|--------------------------|
|                                  |             |          | Direct                              | General                  |
| Sustainability Program Assistant | ASA II      | 40       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

VI. **PURPOSE AND NATURE OF WORK RELATIONSHIP:** Describe your most important and frequent working relationships with people on and off campus (other than supervisor or those supervised).

| Name             | Purpose                                | Frequency |
|------------------|--|-----------|
| PPFM Managers    | Work assignments, information exchange | Daily     |
| PPFM Staff       | Information exchange                   | Daily     |
| Campus Community | Customer Service                       | Daily     |

VII. **REQUIREMENTS OF POSITION:**

- A. If applicable list education, experience, certificates, licenses, or background checks required.
  - Equivalent to a BS/BA degree from an accredited college or university.
  - Three years of experience in the field of sustainability, resource conservation and energy management required.

- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU.
- B. List additional skills, knowledge, and abilities required for this position and tell why it is required. Relate this requirement to the major responsibilities.
- Follows all University policies, procedures, and guidelines including but not limited to safety, civility, information security and non-discrimination policies and procedures.
  - Contributes to a positive university experience for each and every student, and assists in achieving the university's commitment to a "vision of excellence."
  - The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
  - California State University Long Beach expects respectful, professional behavior from its employees in all situations. Acts of harassment or abusive conduct are prohibited. Demonstrated appropriate professional behavior, treating others with civility and respect, and refusing to tolerate abusive conduct is expected of all employees.
  - Demonstrated knowledge of sustainability issues and concepts at the local, national and global level.
  - Ability to communicate clearly and effectively orally and in writing. Ability to develop and deliver presentations and papers in both informal and formal settings.
  - Ability to work with various and diverse constituencies to identify issues, develop working relationships and consensus building in order to recognize common goals, implementing programs, initiatives and procedures/processes that advance the goals and values of sustainability.
  - Demonstrated leadership abilities and record of success in the area of program development, planning, implementation and project management.
  - Demonstrated skills in decision making, judgment, discretion and confidentiality.
  - Strong problem solving and analytical skills.
  - Ability to demonstrate capabilities in finding and applying for sustainability grants and funding.
  - Ability to coordinate a wide variety of duties, responsibilities and projects with often competing deadlines with ability to take effective action under pressure.
  - Strong presentation skills in the preparation and formal/informal presentation of: workshops and papers both graphically and in narrative format.
  - Knowledge and experience coordinating energy efficiency, water conservation, and waste reduction projects.
  - Demonstrated experience recruiting, hiring and supervising student assistants and interns.
  - Ability to maintain and report progress on multiple projects and tasks and adjust to short and often changing deadlines.

- C. List machines, tools, equipment and motor vehicles used in the performance of duties. Computer terminal and basic office machinery; Electric cart when needed.

VIII. **SPECIAL WORKING CONDITIONS**

See Physical Summary

**SIGNATURES: (Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.)**

|                                     |       |
|-------------------------------------|-------|
| _____                               | _____ |
| Incumbent                           | Date  |
| _____                               | _____ |
| Supervisor                          | Date  |
| _____                               | _____ |
| Appropriate Administrator (level 4) | Date  |
| _____                               | _____ |
| Appropriate Administrator (level 3) | Date  |

**ATTACH COPY OF CURRENT  
ORGANIZATION CHART**

## PHYSICAL SUMMARY

Use for all staff positions.

**Physical Summary:** Choose one description out of the categories below that best describes this position.

- Sedentary work** – Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light work** – Job involves some lifting of medium weight objects (10 –20 pounds) and/or 10% - 20% of the job involves standing or walking.
- Medium work** – Job involves lifting heavy-weight objects (20-40 pounds) and/or 20% - 40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy work** – Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Environmental Factors / Physical Factors:** Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee.

|  | Number of Hours per day             |                                     |                                     |                          |                          |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
|  | N/A                                 | 1-3                                 | 3-6                                 | 6-8                      | 8+                       |
| Sitting  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walking  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Standing   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending (neck)   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Bending (waist)  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Squatting  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing (working at height)                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Kneeling   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Crawling   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Repetitive use of hands                                    | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Above shoulder work  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Below knee work  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Odors  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Hearing protection required                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Eye protection required                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Reg. extreme temperature changes – greater than 50 degrees | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| Carrying weight above 25lbs                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

**Unique working conditions:** Outline specific physical, environmental, or unique conditions associated with the position.

- Driving:                     Car         Truck         Forklift         Cart
- Exposure to extremes:     temp         dust         humidity         gas         fumes         chemicals
- Working with biohazards:  blood borne pathogens     sewage         medical waste

Equipment & Machinery:  
N/A

Walking on uneven ground (outside work):  
N/A

Other:  
N/A