



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE

1. POSITION INFORMATION

Employee: _____ Department: Sustainability

Current Classification: Administrative Analyst/ Specialist- Exempt II Working Title: Waste and Sustainability Analyst

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: <u>Student Assistant</u>	Qty: <u>Up to 3</u>	FTE: <u>Up to 1.5</u>
Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator: _____

Name & Title of Dean/Manager (MPP): _____

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: _____

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. 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.

Employee: _____ Date: _____

Appropriate Administrator: _____ Date: _____

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Dean/Manager (MPP): _____

Date: _____

4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csusystem/careers/compensation/Pages/Classification-Standards.aspx>.)

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Must have strong mathematical, analytical, and evaluation skills to prepare reports and spreadsheets which quantify benefits and savings resulting from sustainable operations and practices.
2. Experience, education, or training in planning, implementing, and/ or evaluation of cross functional sustainability programs.
3. Knowledge of green building practices, sustainability opportunities, and the technical experience for addressing such matters while maintaining a balanced sense of environmental stewardship.
4. Self-starter and able to work independently with minimum supervision, exercising sound judgment and good decision-making skills.
5. Must possess strong organizational, time management, project development and oversight skills, with the ability to support multiple projects at various stages while meeting milestones and deadlines.
6. Must be able to discover, assimilate, and evaluate complex information, summarize for a given audience and prepare formal and informal presentations containing the information. These skills include the ability to provide detailed and accurate information using a variety of methods, such as written reports with tables and spreadsheets, web pages, Power Point, and/ or graphical software.
7. Must have excellent interpersonal skills with the ability to work collaboratively as a team member and foster positive working relationships with individuals at all levels of a diverse organization.
8. Must be adept at recognizing the potential for conflict and the creation of win-win solutions.
9. High level of expertise using Microsoft Office, with special emphasis on Excel, Word and PowerPoint.
10. Able to provide lead work direction to student assistants or interns.

Conditions of Employment:

- Ability to pass a background check
- Possess valid driver's license and maintenance of good driving record.

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Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

11. Bachelor’s degree, or 4 years equivalent experience.
12. Certification in one or more of the following: LEED AP, LEED Green Associate
13. Experience working in an educational institution or large organization.
14. Experience leading others.
15. Familiar with the use of software applications for graphic design, web site development and marketing.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general direction of the Director of Energy & Sustainability, the Waste and Sustainability Coordinator supports the development, advancement, and continuation of the waste reduction and sustainability program.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
25%	Daily	<p>Sustainability</p> <ul style="list-style-type: none"> • Participate in data collection for worldwide Sustainability, Tracking Assessment, and Rating System. • Work with students and faculty to assist with research projects that target campus water, energy, waste, and greenhouse gas emissions reduction strategies. • Locate and assist with local, state, and federal grant submissions targeting funding for energy and sustainability projects that reduce campus energy, water, waste, and greenhouse gas emissions • Participate in campus energy and sustainability meetings, tours, and events on and off campus • Assist with the preparation of necessary administrative, operational and statistical reports for both internal and/or external use. • Assist with communication and marketing materials, including the Sustainability department website, campus signage and biennial report. • Maintain all sustainability social media accounts.

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55%	Daily	<ul style="list-style-type: none"> • Participate in the planning coordination and execution of various sustainability events. • Prepare and conduct sustainability-related presentations. • Assist with utilities meter reading and billing. • Support departmental purchasing and budget needs. • Train and provide lead work direction to student assistants and interns. <p>Waste</p> <ul style="list-style-type: none"> • Stay apprised of state-wide waste regulations and lead the creation of local policies, plans, and programs that bring the campus into compliance with those regulations. • Develop and implement waste plans, and programs campus-wide, then track participation and adjust the approach to improve compliance and participation. • Track and report progress towards the campus 2030 zero-waste goal and create new programs that bring the goal within reach. • Analyze waste data and regularly report progress toward campus-wide waste reduction initiatives. • Lead the creation of campus waste policies that achieve goals and regulations established by the state and CSU system. • Serve as the prime contact for all on-campus, external, and system-wide relationships related to waste. • Oversee the day-to-day operations of up to 3 student assistants, ensuring all assigned work is completed and giving guidance and direction. • Oversee all monthly waste invoices and contracts, reviewing and approving monthly charges and processing POs. • Analyze monthly and annual waste data and maintain public dashboards that track progress towards zero waste goals, then make recommendations for improvement. • Regularly partner with students, faculty, and staff to create strategic solutions for achieving waste management goals and compliance. • Work collaboratively with both internal and external stakeholders that share common goals around waste reduction. • Create and present waste presentations to a wide range of audiences, with the goal of gaining consensus on processes and achieving compliance with waste regulations. • Participate in system-wide Waste Reduction Committee meetings. • Develop and implement strategies to integrate waste reduction and sustainability into all campus operations, student activities, and academic programs • Develop and maintain the campus-wide zero-waste plan. • Serve as sustainability representative on community waste reduction committees. • Assist in monitoring emerging waste and sustainability trends, programs and issues recommendations. • Assist in tracking and reporting of Scope 1, 2, and 3 greenhouse gas emissions. • Investigate and disseminate information regarding current and emerging local, state, and federal waste policies and regulations.
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15%	Daily	<ul style="list-style-type: none"> • Prepare waste reduction reports for administrators, the Chancellor's Office, and auxiliary organizations. <p>Bio-conversion and Agricultural Collaborative Yard (BAC Yard)</p> <ul style="list-style-type: none"> • Assist with day-to-day operations of the campus Bioconversion and Agricultural Collaborative Yard. • Maintain composting program at BAC Yard • Assist with beekeeping and honey harvesting • Coordinate pre-consumer food waste pickups • Regular collaboration with the campus grounds department regarding compost production and delivery to local partners. • Coordinate student assistants, interns, and volunteer hours related to composting processes. • Schedule and coordinate faculty and visitor tours and events • Oversee and assist with student projects • Explore opportunities for additional partnerships, opportunities, and projects
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8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	Daily	Other duties as required.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if the position acts as a lead or supervises others, and explain.

This position has authority over up to 3 student assistants, including scheduling, job tasks ,and time sheet approval.

9b. Problem Solving: Types of problems encountered; issues, and concerns addressed; types of problems incumbent required to refer to supervisor or others.

Encounters problems with waste reduction abilities and the development of a zero-waste plan. The incumbent determines the severity of problems and refers high-level issues to the supervisor.

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9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

Has regular interaction with other CSU Sustainability departments and off-campus stakeholders to share and discuss sustainability best practices.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	O	Direct others	O	Is exposed to excessive noise
F	Stand	F	Concentrate	O	Is around moving machinery
F	Walk	F	Analyze	O	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
F	Bend	F	Demonstrate recall	O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
C	Climb	F	Make decisions		
C	Reach	F	Works rapidly	N	Drives motorized equipment
C	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
C	Push/Pull	F	Tolerate variety	N	Works in high places
o	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
C	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
C	Lift: ___lbs. max				
C	Carry: ___lbs. max				
C	Operate equipment				
F	Perform keyboard entry				
	Other:				

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

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TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used