



HR Use Only Classified By: _____ Date: _____
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## Position Description

Position descriptions are the foundation for recruiting, classification and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated to reflect all current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their immediate supervisor. Upon completing the sign-in paperwork a new employee is given the position description for their current position to sign for inclusion in their personnel file.

Position Title: \_\_\_\_\_

Classification: \_\_\_\_\_  
(Indicate the classification title with the skill level, if appropriate)

Appointment Type:  New Position  Replacement (Termination)  Revised Position Description

Category:  Staff  Confidential (C99)  Management  Graduate Assistant

Time Base:  .5  1.0  Other: \_\_\_\_\_

Duration:  Regular

or

Temp:  Fiscal Year Renewal  Emergency Hire

30 Days  60 Days  90 Days  6 Months  Over 6 Months

PS Position Number: \_\_\_\_\_ Job Code: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Division:  Office of the President  Administration & Finance  Academic Affairs

Enrollment Management & Student Affairs  University Advancement

Information Technology

Department/School: \_\_\_\_\_

Supervisor Title: \_\_\_\_\_

Current Incumbent: \_\_\_\_\_

Previous Incumbent: (if applicable) \_\_\_\_\_

Definition of the Position: Briefly describe the purpose of the position

Significant Changes from Previous Job Duties: (If applicable)

Definition of the Department/School:

Specialized Materials: The position activities may require the use of the following equipment, machinery, tools, vehicles or office equipment:

Special Working Conditions: List any overtime requirements, 24/7 on-call, work schedule, etc.

Supervision Received and/or Exercised

1. Indicate the level of supervision received by the position from the immediate supervisor:

- **IMMEDIATE** (greatest amount of supervision; methods of performing tasks are well established; assistance is readily available). (Staff Only)
  
- **GENERAL SUPERVISION** (some control over administrative or technical aspects of work; definite work objectives are set, but the methods of performing tasks are frequently left to the judgment of the employee with the supervisor providing occasional instruction or advice). (Staff Only)
  
- **GENERAL DIRECTION** (general control over administrative aspects of work; plans and organizes methods for completing tasks and managing responsibilities; makes decisions which have a wide impact on the work of others or the work unit; makes management level decisions). (Management Only)
  
- **ADMINISTRATIVE DIRECTION** (responsibilities are defined by the scope of the organizational functions; responsible for formulating operational policies for a comprehensive and diversified program; makes top level management decisions). (Management Only)

2. Indicate the type of supervisory responsibilities that are associated with the position activities:

- No responsibility for supervising the work of others.
- Oversees the work of Student Assistants only.
- Serves as a lead person for a small work group (non-manager).
- Manages/supervises a single work division within a larger department.
- Manages/supervises several work divisions within a larger department with the assistance of subordinate supervisors.
- Manages/supervises several work divisions within a larger department without the assistance of subordinate supervisors.
- Manages/supervises a major campus unit with assistance from subordinate administrative, supervisory or technical staff.

3. Indicate the number of employees for whom the position has supervisory responsibility:

	Direct	Indirect	Lead person
Administrators	_____	_____	_____
Staff	_____	_____	_____
Student Assistants	_____	_____	_____
Special Consultants	_____	_____	_____
Volunteers	_____	_____	_____

Work Environment

1. Indicate the type of physical effort which is essential to the position activities:

- SEDENTARY WORK** - involves mainly sitting; walking and standing are minimal; involves lifting light weight objects limited to 15 pounds.
- LIGHT WORK** - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
- MEDIUM WORK** - up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
- HEAVY WORK** - 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; involves lifting heavy weight object which may exceed 50 pounds.

2. Indicate the type(s) of environmental factors which are essential to the position activities:

- |  |  |   |   |   |
|--|--|---|---|---|
| <input type="checkbox"/> Office              | <input type="checkbox"/> Outdoors & Inside | <input type="checkbox"/> High/Low Temps | <input type="checkbox"/> Hazardous Materials    | <input type="checkbox"/> Weapons        |
| <input type="checkbox"/> Laboratory          | <input type="checkbox"/> Boiler/Power Room | <input type="checkbox"/> Humidity       | <input type="checkbox"/> Heights                | <input type="checkbox"/> Electric Power |
| <input type="checkbox"/> Shop                | <input type="checkbox"/> Confined Space    | <input type="checkbox"/> Dusty          | <input type="checkbox"/> Intermittent Noise     |   |
| <input type="checkbox"/> Microwave/Radiation |  | <input type="checkbox"/> Outdoors       | <input type="checkbox"/> Machinery/Moving Equip |   |
| <input type="checkbox"/> Odors               | <input type="checkbox"/> Constant Noise    | <input type="checkbox"/> Vehicles       |   |   |

## Examples of Primary Responsibilities and Duties

Indicate % of time for each (total % must add up to 100%)

List primary duties associated with each major job responsibility

% Of Time

Description of Essential Position Functions

Example:

40%-

*Administrative Clerical Support*

20%-

*Supplies, Travel & Budget support*

20%-

*Student Record information/Class Schedule information*

10%-

*Information Technology Coordinator - Serves as departments IT Coordinator*

10%

*Other duties*

Minimum Qualifications:

(List the minimum qualifications described in the Classification and Qualification Standards, if appropriate. Indicate the minimum experience and educational qualifications required to qualify for the position. Include experience and educational substitutions, if appropriate.)

Education:

Preferred Education:

Experience:

Preferred Experience:

Knowledge, Skills, and Abilities:

(Indicate the knowledge, skills, and abilities that are utilized in course of performing this position. These are usually listed on the vacancy announcement and used as selection criteria)

Knowledge, Skills, and Abilities Continued:

Additional Preferred Knowledge, Skills and Abilities:

(Indicate any additional job related knowledge, skills, abilities, certification, education and experience that are in excess of the minimum qualifications that are preferable.)

Certification:

(List any professional certificates or other licenses, such as a driver's license, that are required to perform the duties of the position.)

Conditions of Employment:

(Please check the appropriate box)

**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.**

**Due to nature of this position, the successful candidate is required to complete a background check prior to assuming this position.**

**Required Sensitive Responsibilities**

Whether a faculty, staff or administrative position should be considered sensitive is determined by the duties and responsibilities of the position and not the job title or classification.

**Fingerprints**

A Live Scan (fingerprinting) background check is a requirement of employment for positions that may involve access to, or control over financial matters; responsibility for the care, safety and security of people; responsibility or access of building master keys; and access to and responsibility to detailed person information about students, faculty and staff. See HR Letter 2005-10 for full list.

**Physical Exam**

Employment is contingent upon candidate passing a pre-employment physical exam with the ability to lift up to 50 lbs.

**Driver's License**

Possession of a valid Driver's License is required. Employees in this position will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Conflict of Interest-MPP**

This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Organizational Chart

Acknowledgment of Position Description Receipt and Review

Position Title: \_\_\_\_\_

Classification: \_\_\_\_\_

Employee Review

I hereby certify that I have received, reviewed and understand the contents of the attached Position Description.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Review

I hereby certify that the contents of the attached Position Description are an accurate reflection of the position.

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Management

The classification noted within the attached Position Description represents the appropriate classification consistent with the CSU Classification and Qualification Standards.

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_