

**Position**

**Description**

**Department: Position Reports To:**

**Working Title: Classification:**

**Job Code: Range Code:**

**Time Base: Exempt or Non-Exempt:**

**Position Number: Last Update:**

**Union / Unit (if applicable):**

**PURPOSE OF POSITION:**

**MAJOR RESPONSIBILITIES:**

% of Time

1. Major Responsibility One 0%
2. Major Responsibility Two 0%
3. Major Responsibility Three 0%
4. Major Responsibility Four 0%

**LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**

1. Major Responsibility One
	1. Task One
	2. Task Two
	3. Task Three
	4. Task Four
2. Major Responsibility Two
	1. Task One
	2. Task Two
	3. Task Three
	4. Task Four
3. Major Responsibility Three
	1. Task One
	2. Task Two
	3. Task Three
	4. Task Four
4. Major Responsibility Four
	1. Task One
	2. Task Two
	3. Task Three
	4. Task Four

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**PROVIDES LEAD DIRECTION OF OTHERS**

*Titles and percentage of time incumbent provides lead directions of others.*

**REQUIREMENTS OF POSITION:**

1. **List education and experience required**
	* Bachelor’s degree in \_\_\_ field *or related field* plus \_\_\_\_\_\_\_ years of experience; or an equivalent combination of education and experience.
	* Preferences
		1. Master’s *or doctorate* degree in \_\_\_ field *or related field*
		2. Experience in an academic setting.
	* Does this position require any special certifications or licenses? Yes/No (If “yes”, what)
2. **List knowledge, skills, and abilities required for this position.**
3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**
4. **Unique working conditions**
5. **Other Employment Requirements**
	* 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.
		+ Does this position require a pre-employment physical or medical exam? If so, include the following language: Must successfully meet and pass a pre-employment medical examination and drug screen.
		+ This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks.  Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
	* Does this position require Conflict of Interest, form 700 filing? If so, include the following language: This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
	* Does this position supervise or lead others, including student assistants? If so, include language re: completing the mandatory Sexual Harassment Training. (This position is required to complete Sexual Harassment training.)
	* Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Prevention (Title IX) training.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

**PHYSICAL EFFORT**

 Number of hours/day Number of hours/day

 N/A 1-2 3-4 5-6 7+ N/A 1-2 3-4 5-6 7+

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Sitting |  |  |  |  |  |  | 17. Fine manipulation |  |  |  |  |  |
| 2. Standing |  |  |  |  |  |  | 18. Simple grasping |  |  |  |  |  |
| 3. Walking |  |  |  |  |  |  | 19. Power grasping |  |  |  |  |  |
| 4. Bending (neck) |  |  |  |  |  |  | 20. Lifting or carrying |  |  |  |  |  |
| 1. Bending (waist)
 |  |  |  |  |  |  | A. 10 lbs or less |  |  |  |  |  |
| 6. Twisting (neck) |  |  |  |  |  |  | B. 11 to 25 lbs |  |  |  |  |  |
| 7. Twisting (waist) |  |  |  |  |  |  | C. 26 to 50 lbs |  |  |  |  |  |
| 8. Crawling |  |  |  |  |  |  | D. 51 to 75 lbs |  |  |  |  |  |
| 9. Climbing |  |  |  |  |  |  | E. 76 to 100 lbs |  |  |  |  |  |
| 10. Reaching (above shoulder) |  |  |  |  |  |  | F. Over 100 lbs |  |  |  |  |  |
| 11. Reaching (below shoulder) |  |  |  |  |  |  | 21. Keyboard use |  |  |  |  |  |
| 12. Walking on uneven ground13. Crouching |  |  |  |  |  |  | 22. Mouse use |  |  |  |  |  |
| 14. Kneeling |  |  |  |  |  |  | 23. Repetitive use of hands/arms |  |  |  |  |  |
| 15. Balancing |  |  |  |  |  |  | 24. Repetitive use of legs/feet |  |  |  |  |  |
| 16. Pushing or pulling |  |  |  |  |  |  | 25. Eye/hand coordination |  |  |  |  |  |

 Yes No

|  |  |  |
| --- | --- | --- |
| 26. Driving cars, trucks, forklifts and other equipment |  |  |
| 27. Being around scientific equipment and machinery |  |  |

**MENTAL EFFORT ENVIRONMENTAL FACTORS**

 Number of hours/day Number of hours/day

 N/A 1-2 3-4 5-6 7+ N/A 1-2 3-4 5-6 7+

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Directing others |  |  |  |  |  |  | 1. Inside |  |  |  |  |  |
| 2. Writing |  |  |  |  |  |  | 2. Outside |  |  |  |  |  |
| 3. Using math/calculations |  |  |  |  |  |  | 3. Humid |  |  |  |  |  |
| 4. Talking |  |  |  |  |  |  | 4. Hazards |  |  |  |  |  |
| 5. Working at various tempos |  |  |  |  |  |  | 5. High places |  |  |  |  |  |
| 6. Concentrating amid distractions |  |  |  |  |  |  | 6. Hot |  |  |  |  |  |
| 7. Remembering names |  |  |  |  |  |  | 7. Cold |  |  |  |  |  |
| 8. Remembering details |  |  |  |  |  |  | 8. Dry |  |  |  |  |  |
| 9. Making decisions |  |  |  |  |  |  | 9. Wet |  |  |  |  |  |
| 10. Working rapidly |  |  |  |  |  |  | 10. Extreme change of temp |  |  |  |  |  |
| 11. Examining/observing details |  |  |  |  |  |  | 11. Dirty/dusty |  |  |  |  |  |
| 12. Discriminating colors |  |  |  |  |  |  | 12. Exposure to gas, fumes or chemicals |  |  |  |  |  |
|  | 13. Odors |  |  |  |  |  |
|  | 14. Noisy |  |  |  |  |  |
|  | 15. Working w/others |  |  |  |  |  |
|  | 16. Working around others |  |  |  |  |  |
|  | 17. Working alone |  |  |  |  |  |

**SIGNATURES**

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent’s signature (if applicable) or new employee; the supervisor’s signature and all pertinent administrative personnel.

**Employee**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appropriate Administrator (MPP)**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean/Department Head/Director/AVP (optional)**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_