|  |
| --- |
| 1. **A. Reason for modification / review (select all that apply):**
 |
| [ ]  Management Requested | [ ]  Employee Requested  |
| [ ]  Updated PD | [ ]  Temporary Assignment  |
| [ ]  New Position / Recruitment  | [ ]  Classification / Skill Level Review |

**POSITION DESCRIPTION**

|  |
| --- |
| 1. **POSITION DATA**
 |
| EMPLOYEE NAME | PEOPLESOFT ID NO. | DATE |
| CLASSIFICATION / Job Code Number  | WORKING TITLE |
| POSITION NO. | FLSA STATUS | UNION CODE | APPOINTMENT TYPE & TIME BASE (Emergency, Temp, Interim, Regular)  |
| DIVISION/COLLEGE | DEPARTMENT |
| NAME AND TITLE OF MPP SUPERVISOR / CHAIR | PREPARED BY: |

|  |
| --- |
| **C. OVERVIEW –** Please describe the primary purpose of this position and a summary of the general nature of the responsibilities including a brief description of the department, who the position reports to, scope, context and the general environment under which it functions. |
|  |

|  |
| --- |
| **D. MAJOR DUTIES AND RESPONSIBILITIES:** Describe the essential functions and tasks assigned to the position listing in order of importance  |
| **(Essential Job Functions)**  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **E.** **DOES THIS POSITION SUPERVISE OR FUNCTION AS A LEAD?** If yes, list the classification and number of positions.  |

|  |  |
| --- | --- |
| Yes | No |
|[ ] [ ]

 |
|  |

|  |
| --- |
| **F. MINIMUM QUALIFICATIONS**  |
| **Knowledge, Skills and Abilities:** Describe the KSA’s of this position as they relate to the responsibilities and work activities. |
|  |

|  |
| --- |
| **Education and Experience:** Describe the minimum job-related experience, education or training that would provide an incumbent with the knowledge, skills and abilities to satisfactorily perform the duties and responsibilities of the position. This should be consistent with the minimum qualifications described in the CSU Classification and Qualification Standards. |
|  |

|  |
| --- |
| **Preferred Knowledge, Skills or Abilities:**  |
|  |

|  |
| --- |
| **License, Certification or Special Conditions:**  |
|  |

|  |
| --- |
| **WORKING ENVIRONMENT** |

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions for the essential functions of the job, please complete the sections below.

PHYSICAL DEMANDS & WORK ENVIRONMENT (Must be completed):

The physical requirements described are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

[ ]  SEDENTARY WORK: Involves mainly sitting, minimal walking and standing and lifting lightweight objects, up to 15 pounds.

[ ]  LIGHT WORK: Involves mainly sitting, up to 25% standing and walking and lifting medium weight objects, up to 25 pounds.

[ ]  MEDIUM WORK: Up to 40% of activities involve standing, squatting, kneeling or walking with lifting heavy weight objects, up to 50 pounds. May involve pushing and pulling objects.

[ ]  HEAVY WORK: 50% or more of activities involving standing, squatting, kneeling, walking or climbing with lifting heavy weight objects which may exceed 50 pounds. May involve pushing and pulling objects.

|  |
| --- |
| Describe the heaviest items the position is required to carry and distance: |
|  |

**Use the codes below for each of the items which most accurately describes the extent of the specific activity performed in this position.**

 “C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

 “O” = occasionally or up to 3 hours per day “N” = never

|  |  |
| --- | --- |
|  **Physical Requirements of the Position**  |  **Cognitive Effort Requirements of the Position** |
|  | Bending (neck) |  | Communicating Orally |
|  | Bending (waist) |  | Decision Making |
|  | Climbing |  | Discriminating colors |
|  | Crawling |  | Performing Calculations |
|  | Fine Manipulation  |  | Reading & Comprehending |
|  | Handling Objects |  | Reasoning & Analyzing |
|  | Keyboarding |  | Writing |
|  | Kneeling |  | Other:  |
|  | Manual dexterity | **Environmental Working Conditions** |
|  | Pushing/Pulling |  | Exposure to bio-hazards |
|  | Reach above/below shoulder |  | Exposure to chemicals, gases, dust or fumes |
|  | Sitting |  | Exposure to excessive noise |
|  | Squatting |  | Exposure to variations in temperature/humidity |
|  | Standing |  | Operates machinery or drives motorized equipment |
|  | Twisting (neck) |  | Work at various elevated heights |
|  | Twisting (waist) |  | Working in normal office environment |
|  | Use of special visual or auditory protective equipment. |  | Working with or around others |
|  | Using foot controls or repetitive foot movement |  | Uses specialized equipment |
|  | Walking |  | Other: |
|  | Other: |  | Other: |

|  |
| --- |
| Additional Comments: |
|  |

|  |
| --- |
|  |
| **HR USE ONLY**  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |
| --- | --- | --- |
| General Reporter | Limited Reporter | Not Applicable |
|[ ] [ ] [ ]

**SPECIAL CONDITIONS/POSITION DESIGNATIONS/COMPLIANCE****EO 1083 – California Child Abuse and Neglect Reporting Act (CANRA) Section:** 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.**CSU Background Check Policy Requirements for Sensitive Positions**

|  |  |
| --- | --- |
| Yes | No |
|[ ] [ ]

Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk for financial loss to the CSU or individuals in the university community. The posted position description shall state that the position has been designated to be a sensitive position.**Conflict of Interest Designation**

|  |  |
| --- | --- |
| Yes | No |
|[ ] [ ]

This appointment is deemed “designated” by the California Fair Political Practices Commission if the duties of this position include participation in decisions that may have a material financial benefit to the incumbent. The selected candidate will be required to file a Conflict of Interest Form 700 - Statement of Economic Interests in accordance with the requirements outlined in state laws and university policy.**Clery Act**

|  |  |
| --- | --- |
| Yes | No |
|[ ] [ ]

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and CSU systemwide policy, this position has been designated as a Campus Security Authority (CSA). CSAs are required to complete Clery Act training and to immediately report Clery incidents to the institution.This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by CSU Executive Order 1095. |

|  |
| --- |
| *My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on this form and the statements and time estimates are to the best of my knowledge. I understand that this position description is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as needed. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.* *Signature of Reports to Manager/Chair: Date* *Signature of AVP / Dean: Date*  |
| *Signature of Employee: Date*  |