

POSITION DESCRIPTION

Request for:

CLASSIFICATION UNIT USE ONLY

___ Recruitment *

Approved Payroll Title _____

Title Code _____

___ Reclassification Review *

___ Update Review

CBUC _____

Effective Date _____

* PLEASE ATTACH A COPY OF A CURRENT ORGANIZATIONAL CHART (INCLUDING NAMES AND PAYROLL TITLES)

Classifier _____

Date _____

1. Name (Last, First, Middle Initial) and Employee Identification Number

2. Current Payroll Title, Working Title, Department, and Phone Number

3. Supervisor, Supervisor's Payroll Title, and Phone Number

4. Briefly describe the role of this position within the department

5. Special Conditions of Employment (refer to guidelines for completing position description forms before completing this section).

6. List positions supervised by this position:

Payroll Title

#FTE

7. Signatures

EMPLOYEE

I have read this position description and understand its contents.

Name

Date

IMMEDIATE SUPERVISOR AND DEPARTMENT HEAD

This position description accurately describes the essential functions assigned to this position.

Name

Date

Name

Date

8. Describe each essential function of this position in a separate paragraph. List the functions in descending order of importance. Next, indicate the frequency with which each function is performed, i.e., D=Daily, W=Weekly, etc. Finally, using percentages of not less than 5%, estimate the distribution of the total working time on an annual basis. Total percentage of time must add up to 100%, regardless of the % of time of appointment.

Frequency % of Time

Functions

9. Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance and describe the required level of each in terms of the functions performed. Next, indicate the function(s) for which each skill, knowledge and ability is required.

Function Reference

Skills, Knowledge, and Ability

Guidelines for Completing a Position Description

Request for: Recruitment

Please indicate with an "X" next to the word "Recruitment" if this position description is being submitted with a recruitment action. **Reclassification Review**

Please indicate with an "X" next to the words "Reclassification Review" if this position description is being submitted for possible reclassification action.

Update Review

Please indicate with an "X" next to the words "Update Review" if this position description is an updated description outlining some change in duties or responsibilities for an incumbent or updating existing information as part of the annual performance appraisal.

1. Name and Employee ID Number:

Please indicate the incumbents name as it appears on payroll records (Last, First, Middle Initial), e.g., Smith, Robert Z.. if this position description is for a new position requiring recruitment, this box would be blank. Employee ID Number is the incumbent's randomly assigned nine-digit number.

2. Current Payroll Title, Working Title, Department, and Phone Number:

Please indicate the current classification level of the position. The final/approved classification level will be noted in the upper right-hand corner by a Compensation Analyst after review. The working title of the position being described, i.e., Principal Staff Assistant; Records Unit Supervisor; Admissions Officer; etc., if used (not the payroll title e.g., Management Services Officer, "-" Assistant II, Student Affairs Officer). Department name in which the position resides, e.g., Office of Research, Agronomy and Range Science, VM: Dean's Office, etc. Phone number at which the incumbent can be reached, e.g., 752-XXXX, 757-XXXX, 734-XXXX. If outside the 530 area code, please indicate the appropriate three-digit area code.

3. Supervisor, Supervisor's Payroll Title and Phone Number:

Please enter the name(s) of the direct supervisor(s) responsible for the hiring, evaluation, and corrective action for the position. Please enter the current payroll title of the direct supervisor(s), e.g., Professor, Academic Coordinator, Vice Chancellor, Student Affairs Officer II, Management Services Officer I, Administrative Assistant II-Supervisor, etc. Please enter a current phone number at which the Supervisor(s) can be reached, e.g., 752-XXXX, 757-XXXX, 734-XXXX. If outside the 530 Area Code, please indicate the appropriate three-digit Area Code.

4. Briefly describe the role of this position within the department: **NOTE:** This section of the position description will be the information that will be posted in a vacancy announcement when recruiting for a position.

Serve as the primary receptionist and first point of contact for approximately 65 Human Resources staff; answer multi-line telephones, take messages, answer basic HR questions or refer to appropriate person; sort/distribute mail; schedule meetings for HR building conference rooms and schedule dept automobile and bicycles. Maintain the inventory of, and purchase HR office supplies. Provide administrative support as needed to various units within Human Resources.

5. Special conditions of employment:

These can include:

- Background Check Investigation.

- Licenses, certificates, degrees or credentials required by Federal or State Law or University Regulations to perform the duties assigned to the position. Indicate the required frequency of renewal if applicable. Examples of the types of positions that have licensure, certification, educational requirements:
 - Physicians (M.D.), Dentists (e.g., DDS, etc.), Dental Hygienists, Nurses-e.g., Registered Nurse (R.N. California), Physician's Assistants - Professional License, Pharmacists (Professional License California), Social Workers - Professional License (LCSW).
 - Engineers - Professional License, Architects - Professional License, Landscape Architect - Professional License
 - Veterinarian - Professional License (DVM)
 - Clinical Laboratory Technologists - Professional License, Nuclear Medicine Technologists - Certification, Radiological Technicians - Certification, Psychiatric Technicians - Certification, Prosthetist/Orthotists - Certification, Respiratory Therapists - Certification, Physical Therapist - Certification/License, Occupational Therapist -Certification/License
 - Medical Records Administrators - Certification, Medical Records Technicians - Certification/Registration
 - Audiologists - Certification, Speech Pathologists - Certification
 - Athletic Trainers Certification/License
 - Psychologists - License.
- Positions that require the operation of a motor vehicle need to include a state Driver's License number.
- Describe the incumbent's responsibility for health and safety. Examples of specific positions that have additional safety requirements.
 - A Painter position might require that an incumbent wear protective clothing and a mask for safety purposes.
 - A Staff Research Associate may be performing diagnostic tests on animal specimens that would require not only wearing the appropriate protective clothing, but the incumbent may also need to participate in a medical monitoring program or preventive medical program.
- Only when applicable, describe the physical characteristics of the essential job functions to be performed.
 - Only include statements that are a requirement of the position. Statements should not prescribe how a function is to or should be performed; these types of statements constitute artificial barriers for qualified individuals who could perform the job with reasonable accommodation. Keep in mind that the employee must be able to safely and effectively perform the essential functions of the job.
- Other special conditions of employment would include:
 - Any specific conditions that must be met for a particular position. For example, if the position requires frequent overtime, traveling throughout the state, restricted vacation times of the year because of fiscal close, or working hours other than Monday through Friday, 8:00 a.m. to 5:00 p.m.; these requirements need to be stated in this section.

6. List positions supervised by this position:

In this section you need to list the payroll title and # FTE for each employee directly/indirectly supervised by this position.

Payroll Title: #FTE

"_" Assistant I-Supervisor	1.00
Senior Clerk	2.00
Student Assistant II	.25

7. Signatures

In this section, once the position description has been completed it will need to be signed and dated by the current incumbent, immediate supervisor, and department head. For a vacant/new position, the document would be signed by the immediate supervisor and department head. Upon completion of the recruitment process, the new incumbent should sign and date the position description.

8. Functions

This is the section of the position description where the essential functions assigned to the position are described. When describing an essential function remember: HOW ARE **ESSENTIAL FUNCTIONS DETERMINED?**

Essential functions are the basic job duties that an employee **must** be able to perform, with or without reasonable accommodation. Each job function should be carefully examined to determine which are essential to performance.

FACTORS TO CONSIDER IN DETERMINING ESSENTIAL FUNCTIONS INCLUDE:

- Whether the reason the position exists is to perform that function;
- The number of other employees available to perform that function, or among whom the performance of the function can be distributed is limited;
- The degree of expertise or skill required is so highly specialized that the incumbent is hired for his/her expertise or ability to perform the function;
- The amount of time spent performing the function, and the consequences of not requiring the person to perform the function.

In preparing the position description keep in mind the following:

- List the essential functions in descending order of importance
- Be specific about what the essential functions are
- Use a header for each function
- Use effective action words
- Use results-oriented descriptions rather than process or task-oriented functions
- Indicate the frequency with which each function is performed (i.e., D = Daily, W = Weekly, M = Monthly, etc.)
- Avoid personal references (you are describing the work needed to be accomplished, not the current incumbent or their specific characteristics)
- Do not use performance standards (performance standards are a separate document)
- The total % of time must add up to 100% regardless of the % of time of the position's appointment.

EXAMPLES OF FUNCTIONS

A. SUPERVISION

Directly supervises more than one full-time career (insert number) employee covered by (insert type, i.e. staff policy, AFSCME contracts, PSS, etc.). Interviews, selects, and evaluates performance of staff; determines, distributes, and supervises the work performed; and reorganizes or varies responsibilities of staff to improve work distribution and productivity, and to provide opportunities for staff development.

B. PAYROLL

Prepares (insert number and type, i.e. student, staff, etc.) payroll(s) for (insert number) of employees verifying absences and leaves without pay; posts leave taken to departmental log; verifies and adjusts prelisted payroll recording hours of work (calculating percent of full-time as needed) and leave taken; prepares payroll adjustment worksheets to add employees not on prelist and/or to correct any discrepancies; proofreads prior to submission to campus Payroll; balances payroll transactions to general ledgers; and resolves any payroll discrepancies between the department and Payroll.

C. ACADEMIC PERSONNEL

Maintains all academic personnel files for (insert number) continuing and terminated tenure track and tenured faculty, joint appointments, visiting professor/scientist, lecturer, and courtesy appointments. Prepares eligibility list for faculty merit and promotion for submission to the Dean's Office and gathers and prepares confidential material for appointment/merit/promotion packets.

Types departmental search plans, letters, and vacancy announcements for faculty recruitments; acknowledges receipt of applications; establishes and maintains application files, including Affirmative Action information; tabulates Affirmative Action information and submits with Recruitment Report for Academic Appointments to Dean's Office; schedules individual and group interviews for candidates; initiates and confirms reservations for luncheons and special presentations

by candidates; types and sends appropriate letters to candidates; and provides staff assistance to the selection committee

9. Skills, Knowledge, and Abilities

List the required skills, knowledge, and abilities, in descending order of importance, that a fully-trained employee would need in order to successfully perform the essential functions of the position. Make sure that these skills, knowledge, or abilities are directly applicable to the position being described. Once you have identified the appropriate skills, knowledge, and abilities required for successful performance of the position, you will need to link the skills, knowledge, and/or abilities to the appropriate function.