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| sac_primary_bw.jpg | **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.

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| **FOR HUMAN RESOURCES USE ONLY:** | |  | | | | |
| APPROVED CLASSIFICATION | CLASS CODE | | EEO  CAT | RANGE/ GRADE CODE | APP. BY C&C | DATE |
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| **1. POSITION INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee: |  | | | | | | | | | | | | | | Department: | | | |  | | | | | | | | | |
| Current Classification: | | | | |  | | | | | | | | | | | | Working Title: | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Time Base: | |  | F.T. |  | | P.T. | | % | | |  | |  | Other | |  | | | | | | FLSA Status: | |  | EX | |  | NE |
| Position Provides Lead Work Direction To: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Classification: | | | | | |  | | | | | | | | | | | Qty: | | |  | | FTE: | | |  | | |
|  | Classification: | | | | | |  | | | | | | | | | | | Qty: | | |  | | FTE: | | |  | | |
|  | Classification: | | | | | |  | | | | | | | | | | | Qty: | | |  | | FTE: | | |  | | |
| Name & Title of Work Lead (if any): | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Name & Title of Appropriate Administrator: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Name & Title of Dean/Manager (MPP): | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |

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| **2. PRIMARY ACTION BEING REQUESTED (Select One)** | | | | | | | | | | | | |
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|  | Job Posting: | | |  | New Position | |  | Replacement Position, former incumbent: | | |  |
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|  | | Update Position Description Only: | | | | | | |  | | |
|  | | | NOTE: An updated position description requires providing Employee with seven (7) days’ advance notice. This updated position description must be signed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days’ prior to Effective Date. | | | | | | | | | |
|  | | | Effective Date: | | |  | | | |  | |

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| **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: | | {{Sig1\_es\_:signer1:signature}} | Date: | {{Dte1\_es\_:signer1:date}} |
| Appropriate Administrator: | {{Sig2\_es\_:signer2:signature}} | | Date: | {{Dte2\_es\_:signer2:date}} |
| Dean/Manager (MPP): | {{Sig3\_es\_:signer3:signature}} | | Date: | {{Dte3\_es\_:signer3:date}} |

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| **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 <http://www.calstate.edu/HRAdm/Classification/index.shtml>.) |
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| **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. |
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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). |
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| **6. POSITION SUMMARY** |
| Provide a few short, specific statements, which outline the purpose of the job. |
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| **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) |
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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) |
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| **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 position acts as a lead or supervises others, and explain. |
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| **9b. Problem Solving:** Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others. |
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| **9c. Contacts On- and Off-Campus:** Purpose and nature of working relationships with on- and off-campus contacts. |
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| **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** | | | | | |
|  | Sit | | |  | Direct others |  | | Is exposed to excessive noise | | | |
|  | Stand | | |  | Concentrate |  | | Is around moving machinery | | | |
|  | Walk | | |  | Analyze |  | | Is exposed to marked changes | | | |
|  | Have mobility | | |  | Use reason/logic |  | | in temperature and/or humidity | | | |
|  | Bend | | |  | Demonstrate recall |  | | Is exposed to dust, fumes, gases, | | | |
|  | Climb | | |  | Make decisions |  | | radiation, microwave (circle) | | | |
|  | Reach | | |  | Works rapidly |  | | Drives motorized equipment | | | |
|  | Kneel | | |  | Handle multiple tasks/priorities |  | | Works in confined quarters | | | |
|  | Push/Pull | | |  | Tolerate variety |  | | Works in high places | | | |
|  | Have gross hand coordination | | |  | Work with others |  | | Other: | | |  |
|  | Have fine hand coordination | | |  | Other: |  | |  | |  | |
|  | Hear with background noise | | |  |  | |  |  | | | |
|  | Hear the spoken word | | |  |  | |  |  | | | |
|  | Hear over a phone/other device | | |  |  | |  |  | | | |
|  | See to read fine print | | |  |  | |  |  | | | |
|  | See to read bold print | | |  |  | |  |  | | | |
|  | See to accomplish a task | | |  |  | |  |  | | | |
|  | Talk | | |  |  | |  |  | | | |
|  | Communicate | | |  |  | |  |  | | | |
|  | Lift: | \_\_\_lbs. max | |  |  | |  |  | | | |
|  | Carry: | | \_\_\_lbs. max |  |  | |  |  | | | |
|  | Operate equipment | | |  |  | |  |  | | | |
|  | Perform keyboard entry | | |  |  | |  |  | | | |
|  | Other: | |  |  |  | |  | |  | | |

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| **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 |
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