



GUIDE FOR WRITING REPRESENTED POSITION DESCRIPTIONS

Writing a position description (PD) is a vital step in planning your staffing programs. They form the foundation for many crucial processes such as job postings, recruitment, selection, setting expectations, compensation, training and performance management. Job descriptions should give a brief overview of the role, how it relates to your department’s vision, a list of key responsibilities, requirements, and qualifications.

The position description is a brief record of the purpose and role of the position in the organization and the experience and educational requirements (including licenses/permits/certification).

The position description is the foundation for classification and compensation determinations, recruitment, reassignment, and performance evaluation and employee development. It is an essential tool for communicating job expectations to the employee.

Supervisors are encouraged to discuss the position description with new employees and review the position description with the employee on an annual basis at the time of the performance evaluation. Supervisors should consult Human Resources in revising position descriptions before substantially changing assignments on an ongoing basis.

Let’s Get Started.

GENERAL INFORMATION

Table with 4 rows and 2-3 columns containing fields: Employee Name, Classification Code, Classification, FLSA, Working Title, Time Base, Dept ID, Department, Position#, Employee Status, Temporary Reassignment, Effective Date, End Date, Effective PD Date.

POSITION SUMMARY

Summarize the main objectives of the work performed and the overall level of independence and responsibility in a brief paragraph. Indicate if supervision and or coordinating the work of others are involved.

Example: Under general direction of the Associate Dean, the Administrative Support Coordinator independently provides clerical and administrative support such as office reception, filing, copying, and drafting correspondence. Oversees the provision of clerical assistance provided to faculty, management and other staff by other clerical support staff and student assistants in the [department name], schedules events within the College, and performs other duties as necessary.

ESSENTIAL JOB FUNCTIONS

List three or four essential functions, or major responsibilities as bold headers, indicate the estimated percent (%) of time devoted to each function. The total must add up to 100%. Under each bold header, include descriptive statements of typical duties performed within each as examples of the work, if necessary, clearly describe each job function and distinguish between each for the purpose of evaluating performance and/or development needs.

(\*\* When updating a position description, place an “N” next to functions that are newly added to the position and an “E” next to those that are unchanged, or previously existing. \*\*)

### **Example:**

#### **Executive Support- 45%**

- Complex calendar management. (E)
- Travel planning, booking, and coordination. (E)
- Develops, in consultation with the Director, the calendar, schedule, deadlines, logistics, agendas and supporting information, reports and briefing papers for various meetings. (E)
- Track deliverables of direct reports. (N)
- Plan, organize and set up all regular meetings, coordinate standing committees, retreats and other special meetings. (N)
- Overseeing and attending leadership meetings, suggest items for discussion, and disseminates information from meetings to relevant staff. (N)
- Understand and analyze complex problems from a future-oriented and broad interactive perspective, and readily develop proactive solutions that integrate strategic goals. (N)
- Effectively communicate with high-level and diverse contacts within and outside of the CSU System. (N)

#### **Program Administration- 30%**

- Serve as a resource to the director and assist with facilitating project and goal management, long-range strategic planning, streamlining processes, and conducting research as directed by the director on various topics/subjects in preparation of presentations, speeches and/or training. (N)
- Determine program methods, professional training needs and on occasion, host professional development workshops and present customized course material. (N)
- Ensure compliance with applicable regulations or requirements governing the program. (N)
- Coordinate learning & development logistics for meetings and training workshops. (N)

#### **Data Entry- 20%**

- Transfer, scan, and analyze data into database. (E)
- Create accurate spreadsheets with large numbers or figures. (E)
- Verify data by comparing to source documents. (N)
- Create, file, maintain and update files/records. (E)
- Retrieve data from the database or electronic files as requested. (N)
- Perform regular backups to ensure data preservation. (E)

*(All Position Descriptions (PD) will have the ‘Other Duties as assigned-5%’ and ‘At all times’ sections locked into their PD’s.)*

#### **Other duties as assigned- 5%**

##### **At all times:**

- Demonstrate behaviors that are in line with the User Friendly Principles (P530C) and Principles of Conduct for a Multi-Cultural University (P30D)
- Demonstrate safe work practices for oneself, others and the office environment.

## MINIMUM QUALIFICATIONS

Please use the minimum qualifications or entry qualifications of the Classification Standard you are using for the position. Do not add or deviate from the Classification Standard. List all department qualifications needs that are not in the Classification Standard under the Preferred Qualifications category.

Link to Classification Standards:

<https://cyou.calstate.edu/Divisions-Orgs/HR/hrm/Compensation/Classification%20Standards/Forms/AllItems.aspx>

## PREFERRED QUALIFICATIONS

Preferred qualifications are used in addition to the minimum qualifications as the selection criteria. List any knowledge, skills and abilities that would enhance an incumbent's ability to perform the work of the position.

## REQUIRED LICENSE/CERTIFICATION

List license(s)/certificate(s) required for the position. Provide a brief explanation for the requirement.

**Example:** *Must possess a valid California Driver's License. Position requires the use of state vehicle to attend events and visit off campus locations during work hours.*

## ENVIRONMENT AND/OR PHYSICAL REQUIREMENTS AND/OR SPECIAL WORKING CONDITIONS

List any special or unusual working conditions to which the incumbent will be exposed.

**Example:** *Some work on weekends and holidays will be required and the work-week will be adjusted accordingly. Move boxes of paper weighing up to 50 pounds is required. The work schedule for this position will change from days (8am-5pm) to evenings (2pm – 11 pm) June-August for summer session.*

## SIGNATURES

Provide an employee with a copy of the employee's position description within one week of the employee's initial hire.

After initial hire, upon the employee's request, the appropriate administrator shall provide the employee with a copy of the employee's position description if a current one is available. If a current one is not available, then the employee shall be provided with a copy of his/her position description within thirty (30) days of his/her request.

A copy of the position description **signed by the employee** shall be placed in the employee's official personnel file.

If a position description is to be altered, the employee shall be provided with a copy of the altered position description at least seven **(7) days prior to its effective date**. Position descriptions shall reflect the employee's responsibilities and duties by the appropriate administrator and shall be consistent with the Classification Standards.

This is in compliance with University guidelines, including any applicable Collective Bargaining Agreement.