



Instructions: CSU policy (HR 2004-14) requires that position descriptions be provided to Management Personnel Plan (MPP) employees upon hire and when there is a substantial change in position responsibilities. The position description form is also the source of information for recruitment announcements.

Please attach a current organization chart and a copy of previous position description.

Table with 2 columns: GENERAL INFORMATION, and rows for Name, Working Title, MPP Level, Dept. ID, Department, Job Code, Hiring Salary Range.

POSITION DESCRIPTION section containing A) POSITION SUMMARY, B) GENERAL DESCRIPTION OF THE DEPARTMENT/ORGANIZATION, C) QUALIFICATIONS, REQUIRED AND PREFERRED, and D) SPECIAL WORKING CONDITIONS.