



Instructions: The position description is a brief record of the purpose and role of the position in the organization and the experience and/or 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 important 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 prior to substantially changing assignments on an ongoing basis. If you wish to provide more information than space allows, feel free to include attachments.

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

| Section 1: General Information | | |
|--------------------------------|---|--------------------------|
| Employee Name: | | Job Code/Classification: |
| Classification/Working Title: | | Skill Level: |
| Dept ID: | Department: | Position#: |
| Time Base | <input type="checkbox"/> Probationary <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary | |

| Section 2: Primary Action Being Requested (please select one) | |
|---|---|
| <input type="checkbox"/> POSTING | <input type="checkbox"/> Vacant <input type="checkbox"/> Less than 90 days position |
| <input type="checkbox"/> RECLASSIFICATION: | Requested by: <input type="checkbox"/> Employee <input type="checkbox"/> Management <input type="checkbox"/> CSU/HR |
| <input type="checkbox"/> SKILL LEVEL REVIEW: | From: _____ To: _____ |
| <input type="checkbox"/> TEMPORARY REASSIGNMENT: | From: _____ (Classification) |
| | To: _____ (Classification) |
| | Effective Date: _____ |
| | End Date: _____ |
| <input type="checkbox"/> ON-GOING LATERAL REASSIGNMENT | Effective Date: _____ |
| <input type="checkbox"/> POSITION DESCRIPTION UPDATE | Effective Date: _____ |

| Section 3: Signatures | |
|--------------------------------|-------------|
| Employee Signature: _____ | Date: _____ |
| Supervisor Signature: _____ | Date: _____ |
| Name and Title: _____ | Ext: _____ |
| Dean/Director Signature: _____ | Date: _____ |
| Name and Title: _____ | Ext: _____ |

Section 4: Position Description

- A) **POSITION SUMMARY:** This information will appear on the job posting in SF State Careers. Summarize the main objectives of the work performed and the overall level of independence and responsibility in a brief paragraph of four to five sentences. Indicate if supervision and or coordinating the work of others are involved. Example: Independently provides clerical and administrative support such as office reception, filing, copying, and drafting correspondence for the Associate Dean. 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.
- B) **MINIMUM QUALIFICATIONS:** This information will appear on the job posting in SF State Careers. The qualifications listed here are to be used as the selection criteria. Briefly and clearly specify the minimum job related experience and/or education and equivalents that would provide the knowledge, skills, and abilities that the incumbent must possess to satisfactorily perform the duties and responsibilities of the position as described above, in accordance with the CSU Classification and Qualification Standards <http://www.calstate.edu/HRAdm/Classification/index.shtml>. Include specialized requirements such as familiarity with specific software, programming languages and/or machinery or tools. Example: Completion of a high school program or its equivalent and at least two years of related experience in an office setting. Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopiers and fax machines. This experience must include working independently without direct supervision on day to day tasks
- C) **PREFERRED QUALIFICATIONS:** This information will appear on the job posting in SF State Careers. This information is to be used in addition to the Minimum Qualifications as selection criteria. List any knowledge, skills and abilities that would enhance an incumbent's ability to perform the work of the position, such as job related education and specific job experience in addition to that described above. Example: Education/coursework related to providing clerical and administrative assistance in a business setting, related experience in an educational setting, and experience working with directly with students to assist them in completing standard forms.
- D) **REQUIRED LICENSE/CERTIFICATION:** This information will appear on the job posting in SF State Careers. List any license or certificates which the incumbent must possess to be appointed into the position. Provide a brief explanation for each. 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.
- E) **ENVIRONMENTAL AND/OR PHYSICAL REQUIREMENTS AND/OR SPECIAL WORKING CONDITIONS.** This information will appear on the job posting in SF State Careers. 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.

SECTION 5: Additional Information

To enable appropriate classification and compensation determination, please elaborate on the information provided above in the sections below. This information will not appear in the job posting.

- A) **ESSENTIAL JOB FUNCTIONS:** List five or six essential functions, or major responsibilities that form the core work of the position. For an existing revised position, 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. Indicate the estimated percent (%) of time devoted to each function. The total must add up to 100%. 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. Example: 40% Drafting Correspondence including memoranda, brochures, and reports; 25% Document and Records Maintenance, 15% Office Reception and Customer Service, 15% Oversight of others, 5% Scheduling.
- B) **NATURE AND SCOPE OF DECISIONS:** If not already evident in the Job Summary and/or Essential Job Functions, identify the kinds of commitments made, judgment required and supervision given/received; i.e., director general - also indicate if position acts as a lead or supervises others – explain.
- C) **PROJECT COORDINATION/LEAD RESPONSIBILITIES:** If applicable, describe the project, the functions and classification of individuals supervised and the duration of the assignment.
- D) **CONTACTS ON AND OFF CAMPUS:** List individuals/agency groups regularly contacted and the purpose for the interaction.

SECTION 6: Attach an updated Organizational Chart highlighting the position described above