**OFFICE OF HUMAN RESOURCES**

**Position Description**

|  |
| --- |
| **GENERAL INFORMATION** |
| Employee Name: Click or tap here to enter text. | EMPL ID: --- |
| Working Title: Click or tap here to enter text. | FLSA**:** Choose an item. |
| Classification: Click or tap here to enter text. | Job Code/Range: ---- / N/A |
| Dept ID: ------- | Department: Click or tap here to enter text. | Time Base: ---  |
| Employee Status: | [ ]  Temporary [ ]  Probationary [ ]  Permanent  | Sensitive: [ ]  Yes [ ]  No |
| Temporary Reassignment: | Effective Date: ---  | End Date: --- | Effective PD Date: mm/dd/yy |

**POSITION SUMMARY**

Click or tap here to enter text.

**ESSENTIAL JOB FUNCTIONS**

Click or tap here to enter text.

# --% - Other duties as assigned

**MINIMUM QUALIFICATIONS**

Click or tap here to enter text.

**PREFERRED QUALIFICATIONS**

Click or tap here to enter text.

**REQUIRED/LICENSE/CERTIFICATION**

Click or tap here to enter text.

* 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 Revised July 21, 2017 as a condition of employment.

**ENVIRONMENT AND/OR PHYSICAL REQUIRMENTS AND/OR SPECIAL WORKING CONDITIONS**

Click or tap here to enter text.

|  |
| --- |
|  **SIGNATURES** |
| Supervisor:  |   |  | Date: |  |
| Name and Title | Click or tap here to enter text. |  | Ext: |  |
| Dean/Director: |  |  | Date: |  |
| Name and Title | Click or tap here to enter text. |  | Ext: |  |
| *I acknowledge receipt of this position description:* |
| Employee:  |  |  | Date:  |  |