**POSITION DESCRIPTION**

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| **Name of current incumbent** *(if filled position):* | | **Date:** |
| *If vacant*, *name of previous incumbent*: | | |
| **Classification:** | | **Position #:**  **(HR use only)** |
| **Working Title** *(optional*): | | **Exempt**  **Non-Exempt** |
| **Department ID:** | **Department Name:** | **Time Base:**  1.0 Full-time |

1. **ACTION REQUESTED:**

**Recruitment:**

New position

Replacement:

No review required  Review needed – substantial changes made

1. **SIGNATURES:** Signature denotes that this position description is an accurate statement of assigned duties. As a supervisor, if you are not in agreement with duties described, please attach additional sheet describing the differences which will be used for additional review by Human Resources. This job description supersedes all prior job descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as required at any time.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

(Employee) (Date) (Supervisor) (Date)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_**

(Appropriate Administrator) (Date) (Cabinet Officer) req’d for classif. reviews (Date)

1. **POSITION PURPOSE:** Please describe the basic primary function(s) of the position – the reason the position exists. In order to provide an accurate description of the position, please do not copy duty statements from the CSU Classification Standards.

***Provide a short statement regarding the department, school, or division this position works in.***

***Then write a brief paragraph discussing the major functions of the role. This paragraph should also discuss the type of supervision this position receives as well as who the supervision is from. Example: “Under general supervision of the Director of \_\_\_\_, the position is responsible for…”.***

1. **DUTIES AND RESPONSIBILITIES:** List 4 or 5 of the most significant or major duties in order of importance as well as marginal duties. Indicate the approximate percentage of time spent with percentages of no less than 5%. Total of all duties must add up to 100%.
2. MAJOR JOB DUTIES (Essential Functions) PERCENTAGE %
3. %
4. %
5. %
6. %
7. OTHER JOB DUTIES (Marginal Duties) 5%

* Perform other job-related duties and special projects as assigned.
* Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

***The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.* \_\_\_\_\_\_\_\_\_\_\_**

Total = 100%

DUTY STATEMENTS (***list major job duties again and then give examples of tasks under each heading***):

1. **\_\_\_\_\_\_\_\_\_\_\_\_ (%)**
2. **\_\_\_\_\_\_\_\_\_\_\_\_ (%)**
3. **\_\_\_\_\_\_\_\_\_\_\_\_ (%)**
4. **\_\_\_\_\_\_\_\_\_\_\_\_ (%)**
5. **REQUIRED QUALIFICATIONS:** These should match those listed on the classification standards. Any supplemental qualifications should be listed as “preferred”.
6. EDUCATION AND EXPERIENCE: ***LIST REQUIREMENTS***
7. LICENSES, CERTIFICATES, CREDENTIALS: ***INSERT FOR DRIVER’S LICENSE REQUIRED POSITIONS:*** Possession of a valid driver’s license or the ability to obtain by date of hire. ***IF ANY OTHER LICENSURE IS REQUIRED FOR THE ROLE, ADD IT HERE.***
8. SKILLS, KNOWLEDGE, ABILITIES (SKA’s):

* Regular and reliable attendance is required.
* ***LIST AS NEEDED the ability to operate specific machines and/or equipment; knowledge and skills of specific hardware/software.***
* ***LIST any additional SKA’s necessary for the role.***
* Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
* Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
* Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
* Excellent communication skills; ability to effectively communicate information in a clear and understandable manner.
* Thorough knowledge of English grammar, spelling, and punctuation.
* Ability to interpret, communicate and apply policies and procedures.
* Ability to maintain a high degree of confidentiality.
* Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
* Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
* Working knowledge of or ability to quickly learn University infrastructure.

1. **PREFERRED QUALIFICATIONS:** Note any additional knowledge, skills, experience, certificates, education, or licenses that are desired for this position.

* ***Add only preferred qualifications to this section.***
* Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

1. **SPECIAL CONDITIONS**:

* This position is temporary and ends on or before \_\_\_\_\_\_\_\_\_\_\_\_. Any continuation beyond \_\_\_\_\_\_\_\_\_, is contingent upon satisfactory performance and available funding. Employment is at-will.
* Must be willing to travel and attend training programs off-site for occasional professional development.
* Must be able to work overtime,***(remove word “overtime” if position is exempt)*** occasional holidays and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

**INSERT FOR PAY PLAN POSITIONS**: ***Include only if this position is not on the normal 12 month pay plan.***

* This position is paid under the 10 month OR 11 month pay plan.

**INSERT FOR ALL NEW RECRUITMENTS:**

* **BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.
* **SENSITIVE POSITION:** This position is considered a sensitive position. Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

***Choose one of the following based on position.***

* **MANDATED REPORTER: General:** The person holding this position is considered a general 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.
* **MANDATED REPORTER: Limited:** The person holding this position is considered a limited 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.
* **MANDATED REPORTER:** Not a mandated reporter.

***ALWAYS INCLUDE:***

* **GENERAL INFORMATION:** It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment.

***ALWAYS INCLUDE:***

* All university programs and activities are open and available to all regardless of race, sex, color, ethnicity or national origin. Consistent with California law and federal civil rights laws, the CSU Bakersfield provides equal opportunity in education and employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every student and employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. The CSU Bakersfield complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California’s Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU’s Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices.

The CSU Bakersfield is a diverse community of individuals who represent many perspectives, beliefs and identities, committed to fostering an inclusive, respectful, and intellectually vibrant environment. We cultivate a culture of open dialogue, mutual respect, and belonging to support educational excellence and student success. Through academic programs, student organizations and activities, faculty initiatives, and community partnerships, we encourage meaningful engagement with diverse perspectives. As a higher education institution, we are dedicated to advancing knowledge and empowering individuals to reach their full potential by prioritizing inclusive curriculum development, faculty and staff training, student mentorship, and comprehensive support programs. At CSU Bakersfield, excellence is built on merit, talent, diversity, accessibility, and equal opportunity for all.

1. **PHYSICAL DEMANDS & WORK ENVIRONMENT (must be completed):**

**Indicate** the type of physical effort which is essential to the position activities:

**SEDENTARY WORK** – involves mainly sitting; minimal walking and standing; lifting light weight objects limited to 15 pounds.

**LIGHT WORK** – involves mainly sitting, up to 25% standing or walking; lifting medium weight objects limited to 25 pounds.

**MEDIUM WORK** – up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.

**HEAVY WORK** – 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; lifting heavy weight objects which may exceed 50 pounds.

Indicate the type(s) of environmental factors which are essential to the position activities:

Is exposed to excessive noise

Is around moving machinery

Is exposed to marked changes in temperature and/or humidity

Is exposed to dust, fumes, gases, or radiation, microwave

Drives motorized equipment

Works in confined quarters

Works in high places

Other:

N/A

1. **SUPERVISION:**

***Supervision Received*:** *Describe the nature of supervision the employee in the position will receive.*

Direct Supervision - Employee receives immediate, close and regular supervision

General Supervision - Employee receives some delegation of responsibility and independence

General Direction – Employee functions independently under broad guidelines

|  |  |
| --- | --- |
| **Name of Supervisor:** | **Job (Classification)Title:** |