MPP / Staff Position Description

|  |
| --- |
| **HR USE ONLY**  |
| **Conflict of Interest (COI) Designated:** [ ]   **Yes** [ ]   **No** **Mandated Reporter:** [ ]   **Limited** [ ]   **General** [ ]   **N/A**  | **Review Date:** |

**Mandated Reporter Per CANRA**  [ ]  **YES** [ ]   **NO**

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 as a condition of employment.

**Please Note**: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in Human Resources.

|  |  |  |
| --- | --- | --- |
| **Please check one:** |  [ ]  New Position  |  [ ]  Existing Position  |

|  |  |
| --- | --- |
| **Date:** |  |
| **Department:** |  |
| **Employee Name:** |  |
| **Current Classification:** |  |
| **FLSA Status:***(exempt or non-exempt)* |  |
| **Working Title:** |  |
| **Time Base:** |  |
| **Supervisor / Appropriate Administrator Name:** |  |
| **Supervisor / Appropriate Administrator Title:** |  |

**I. PURPOSE OF POSITION**:

State the basic purpose of the position in one or two specific statements.

**II. MAJOR RESPONSIBILITIES**:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). Percentage must total 100%.

| **Description of Responsibilities:**  | **(%) Percent of Time** |
| --- | --- |
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|  |  |
|  |  |
| **Total****=100%** |  |

**III. LEAD WORK DIRECTION OVER OTHERS**:

List of individuals incumbent supervise. Indicate type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or indirect (acting in a lead capacity or assigning work).

|  |  |  |
| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction** **(Direct or Indirect)** |
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**IV.** **POSITION REQUIREMENTS**:

*A. List education and years of experience required. If applicable, include necessary certificates and licenses.*

*B. Skills, knowledge, and abilities required for this position*

**V.** **PREFERRED REQUIREMENTS**:

**VI. SIGNATURES:**

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

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| --- | --- | --- |
|  |  |  |
| Incumbent’s Signature |  | Date |
|  |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  |
|  |  |  |
| Classification & Compensation Services  |  | Date |

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

[ ]   **Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

[ ]   **Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

[ ]   **Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

[ ]   **Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describes the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |
| --- | --- |
|  **Physical Requirements of the Position**  |  **Mental Requirements of the Position** |
|  | Bending (neck) |  | Reading & Comprehending |
|  | Bending (waist) |  | Writing |
|  | Climbing |  | Performing Calculations |
|  | Crawling |  | Communicating Orally |
|  | Kneeling |  | Reasoning & Analyzing |
|  | Pushing/Pulling |  | Decision Making |
|  | Sitting |  | Other: |
|  | Squatting |  | Other: |
|  | Standing | **Environmental Working Conditions** |
|  | Twisting (neck) |  | Exposure to variations in temperature/humidity |
|  | Twisting (waist) |  | Exposure to chemicals, gases, dust or fumes |
|  | Walking |  | Operates machinery or drives motorized equipment |
|  | Handling Objects |  | Exposure to bio-hazards |
|  | Manual dexterity |  | Working in normal office environment |
|  | Reach above/below shoulder |  | Uses specialized equipment |
|  | Using foot controls |  | Other: |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the CSU Background Check Policy located at:* [*https://www.csusb.edu/sites/csusb/files/Policy%20HR2017-17.pdf*](https://www.csusb.edu/sites/csusb/files/Policy%20HR2017-17.pdf) *.*

|  |
| --- |
| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?
 | [ ] Yes [ ]  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have authority to commit financial resources of the university through contracts greater than $10,000
 | [ ] Yes [ ]  No |  |
| 1. Does this position have access to, or control over, cash, checks, credit cards, and/or credit card account information?
 | [ ] Yes [ ]  No |  |
| 1. Does this position have responsibility or access/possession of building master or sub-master keys for building access?
 | [ ] Yes [ ]  No |  |
| 1. Does this position have access to controlled or hazardous substances?
 | [ ] Yes [ ]  No |  |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?
 | [ ] Yes [ ]  No |  |
| 1. Does this position have control over campus business processes, either through functional roles or system security access?
 | [ ] Yes [ ]  No |  |
| 1. Does this position have responsibilities that require the employee to possess a license, degree, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position?
 | [ ] Yes [ ]  No | Professional licensing, certification, and/or credential verification is required |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?
 | [ ] Yes [ ]  No | Motor Vehicle Records/Licensing Check is required |
| **If you answered yes to any of the questions above, this position shall be deemed a sensitive position which may require additional background components.**  |

# Attachment C

Complete for MPP Positions Only

**Mental Effort:**

Enter frequency of occurrence for all applicable activities using the following key:

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

|  |  |
| --- | --- |
| **Planning** | **Staffing** |
|  | Forecast |  | Define Roles |
|  | Set Program Goals |  | Give Input to Position Descriptions |
|  | Determine Budget Allocations |  | Determine Selection Criteria |
|  | Establish, Implement, Revise Policies |  | Recruit/Interview/Select |
|  |  |  | Orient Staff |
| **Organization** | **Employee Relations** |
|  | Describe Relationships Between Functions |  | Initiate Corrective Action |
|  | Define Department/Divisional Structure |  | Authorize Formal Discipline |
|  | Establish Priorities to Meet Goals |  | Administer Collective Bargaining Agreements |
|  | Schedule Work for Employees |  | Prepares/Investigates Grievance Awards and Complaints |
|  | Implement procedures |  | Formulates/Represents University Position for Formal Grievances/Complaints |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | **Performance Evaluations** |
|  | Educate |  | Determine Performance Standards |
|  | Delegate |  | Authorize/Approve Awards |
|  | Coordinate |  | Prepare Performance Evaluations |
|  | Coach/Train/Develop |  | Observe/Follow-Up on a Daily Basis |
|  | Recommend Formal Training |  | Correct Work/Behavior Problems |
|  | Motivate |  |  |
|  | Instruct/Demonstrate |  |  |
|  | Schedule Staff/Readjust Schedule |  |  |
| **Organization** | **Other** |
|  | Describe Relationships Between Functions |  |  |
|  | Define Department/Divisional Structure |  |  |
|  | Establish Priorities to Meet Goals |  |  |
|  | Schedule Work for Employees |  |  |
|  | Establish deadlines |  |  |
|  | Implement procedures |  |  |
|  | Determine work methods |  |  |
|  | Balance multiple tasks/projects |  |  |