



Human Resources

CSU Recruit Position Description

Human Resources

Classification & Compensation

Talent Acquisition

Last Revised: 3/18/24

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Create a Position Description in CSU Recruit

This section outlines how to create a Position Description in CSU Recruit. All state-side Staff and MPP recruitments must begin with a CSU Recruit-approved position description.








Creating a position description is the **first** step in initiating a state-side staff or MPP recruitment.

IMPORTANT NOTE: The Position Description created will be presented to incumbent *as is* at time of hire, and placed in the personnel folder. Please ensure accuracy.

General Steps:

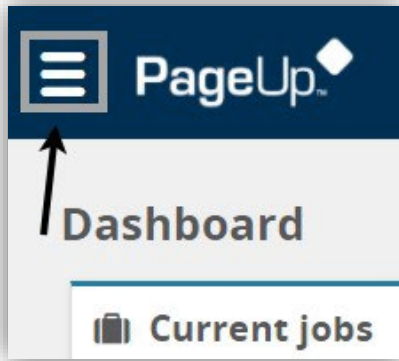
1. Gather and verify the necessary position information
2. Create a position description in CSU Recruit
3. Submit the position description for approval in CSU Recruit
4. If approved, save a copy of the position description.
5. Select "Recruit for Position" to create the Job Requisition

Log in to CSU Recruit

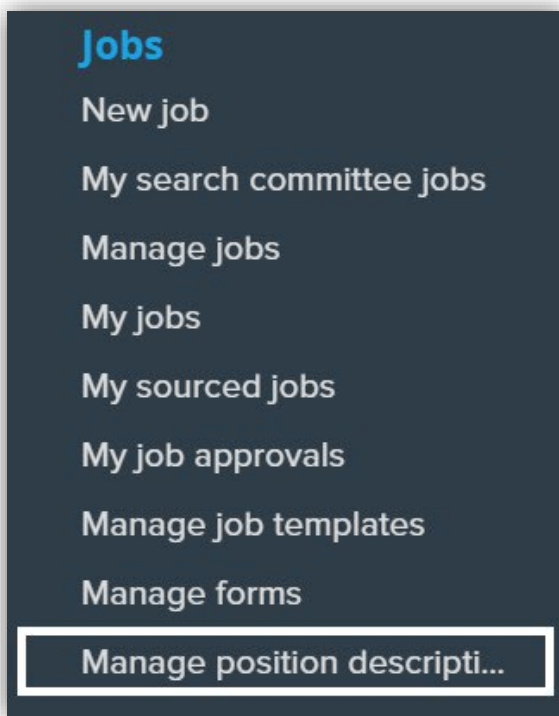
 My Status Application Status, Admission Transcript Status, and Training Status	 Collaborate Zoom Video Conferencing, Google Drive, Qualtrics Surveys, Yammer and more	 Employment Opportunities Search employment opportunities	 Administrative Systems PeopleSoft CS, PeopleSoft HR, CSYOU, CFS, CFS DW, EMS, and more
 Questica Budget Campus budgeting software for planning, reporting, forecasting and position management.	 Handshake Manage on-campus, part-time, full-time, internship, and volunteer opportunities for students.	 CSU Recruit CSUSB recruiting powered by PageUp. Submit recruitments, view candidate applications, and more	CLSS CLSS Build your semester class schedule using CLSS

Create a new Position Description

1. Select the Hamburger Menu at the top-left side of your dashboard



2. Select **Manage Position Descriptions** under the "Jobs" heading

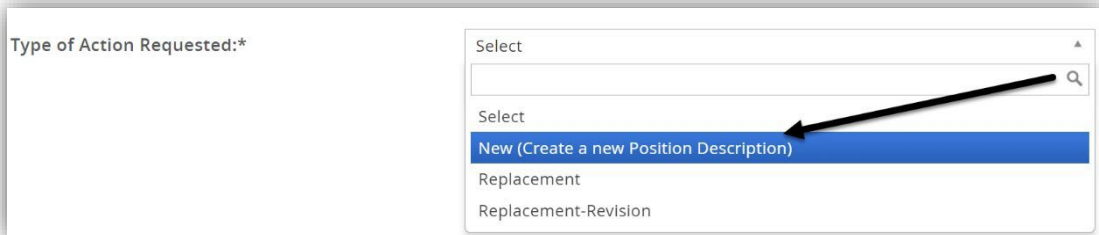


3. Select the **New Position Description** link at the top left-side of your screen



Position Information

1. Type of Action Requested: Select **New (Create a new Position Description)**, **Replacement**, or **Replacement-Revision**



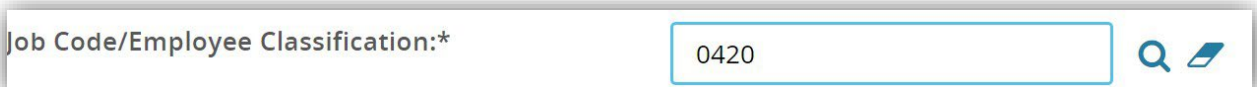
2. Internal Team: Select the Department ID to which the position belongs

- **Do not select *Available to all teams***



3. Locate the Job Code/Employee Classification by using magnifying glass, or:

- Type the 4-digit job code



- Tab out of the text box to populate the classification standard title

4. Classification Title: Input Classification Title, Pay Plan, Grade

- Format Example: Information Technology Consultant-12 mo-Foundation

5. MPP Job Code: **Leave this blank.** Classification & Compensation will complete for MPP's

6. Position Number: Position Number is needed and will be placed on the Job Card.

- If the department has the position number, please indicate it on the position description template.
- If the department has no position number **or** requires multiple position numbers, please attach the [Position Management Request Form](#) in the Documents tab of the position description template.

*The Budget Department will assign position number(s) if needed and will update the notes tab with the assigned position number(s).

7. CSU Working Title: *Please adhere to the CSUSB Working Title Policy for MPP and non-MPP*

- **Non-MPP:** [Working Title Policy for Non-MPP](#)
 - A position may have only one working title.

- Working title may not duplicate another classification title.
- Working titles must clearly describe the function, responsibilities or scope of the position, and should not misrepresent the authority or function of the position.
- Terms that are easily recognized and understood by internal and external entities should be used in lieu of abbreviations.
- Titles such as "Manager", "Director", "Associate Director", "Assistant Director", and "Supervisor" should only be used with positions designated as "management" or "supervisory".

- **MPP: Working Title Policy for MPP**

- A position may have only one working title.
- Working title may not duplicate another classification title.
- Working titles must clearly describe the function, responsibilities or scope of the position, and should not misrepresent the authority or function of the position.
- Terms that are easily recognized and understood by internal and external entities should be used in lieu of abbreviations.
- All MPP Working Titles must have a consistent naming convention: Role/Function, Area of Responsibility. For example, Director, Talent Acquisition.

8. Salary Range/Grade: Locate the Salary Range and Grade by using the magnifying glass

9. Reports to Supervisor: Leave Blank

10. Reports To: locate the supervisor's position number

- Select the magnifying glass (a new window will appear)



The image shows a screenshot of a web form. On the left, there is a label 'Reports To:*'. To its right is an empty text input field. Further right is a magnifying glass icon. Below the input field, there is a light blue box containing the text 'No position selected.' A black arrow points from the bottom right towards the magnifying glass icon.

- Input the Supervisor's First and Last Name separated by a % sign (no spaces)
- Search
- Locate and click on the appropriate person
- Verify the selected person belongs to the San Bernardino campus
- Select Okay

Title: Number:

Incumbent: **1** Reports to:

2

Title ▾	Number	Incumbent	Reports to
Manager	SB-xxxxxxx	Cody Coyote	VP Name 3

Page 1 of 1 Records 1 to 1 of 1

Position information:

Position no: SB-xxxxxxx
 Position: Manager
 Incumbent: Cody Coyote
 Reports To: VP Name
 Campus: San Bernardino
 Division: San Bernardino Division **4**
 Department: San Bernardino Department

5

- Verify "Reports to" is populated on the Position Description

Reports To:*

Manager

- 11. **Campus:** Select San Bernardino
- 12. **Division:** Select the appropriate Division
- 13. **College/Program:** Select the appropriate value
- 14. **Department:** Select the appropriate value (Department ID)
- 15. **FLSA Status:** Select the appropriate value
- 16. **Hiring Type:** Select the appropriate value
- 17. **Workplace Type (Exclude Inst Fac):** Select the appropriate value
- 18. **Pay Plan:** Select from the list of value
- 19. **Pay Plan Months Off:** Complete **only** for 10/12, 11/12 pay plans

Position Designation

- 1. **Mandated Reporter:** Please indicate if the person holding this position is considered a mandated reporter, under the California Child Abuse and Neglect Reporting Act. *Note: Mandated Reporters are required to comply with the requirements set forth in the CSU Executive Order 1083 as a condition of employment.*

Link: <https://www.csusb.edu/policies/mandatory-reporting-child-abuse-neglect>

- 2. **Conflict of Interest:** Select Yes for MPP positions only

Link: <https://www.csusb.edu/human-resources/current-employees/employee-relations/conflict-interest>

- 3. **NCAA:** Select No; however, exception should be indicated for Athletics

Mandated Reporter:*	General - The person holding this position is considered a general mand... ▼
Conflict of Interest:*	None ▼
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No

- 4. **Sensitive Position:** Select Yes or No

*Note: Click on View Sensitive Position Criteria link on the PD template, and if any of questions 5-13 are “yes,” then Sensitive Position must be marked “yes”

5. **Care of People** (including minors) Animals and Property: Select Yes or No

*Note: Mark **yes** if incumbent will care for minors *unsupervised*. This will require a LiveScan.

6. **Authority** to commit financial resources: Select Yes or No

7. **Access/control** over cash cards and expenditures: Select Yes or No

8. **Access/possession** of master/sub-master keys: Select Yes or No

9. **Access** to controlled or hazardous substances: Select Yes or No

10. **Access/responsibility** to personal info: Select Yes or No

11. **Control** over Campus business processes: Select Yes or No

12. **Responsibilities** requiring license or other: Select Yes or No

13. **Responsibility** for use of commercial equipment: Select Yes or No

Sensitive Position:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	View the Sensitive Position criteria and select from below where relevant.
Care of People (including minors) Animals and Property:	Yes
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	No
Control over Campus business processes:	No
Responsibilities requiring license or other:	No
Responsibility for use of commercial equipment:	No

14. **Serves** a security function: Select Yes or No

15. **Designated** recipient for crime/misconduct reports: Select Yes or No

16. **Significant** responsibility for Student Activities: Select Yes or No

17. **Significant** responsibility for Campus Activities: Select Yes or No

18. **Job Summary/Basic Function:** List the basic function of this position.

19. **Minimum Qualifications:** List the minimum qualifications for this position, as listed in the [CSU Classification Standards](#). Also, see [Administrative Support & Analyst/Specialist Minimum Qualifications Grid](#)
20. **Required Qualifications:** List the required qualifications for this position, as listed in the [CSU Classification Standards](#)
21. **Preferred Qualifications:** List the preferred qualifications related to this job.
22. **Special Conditions:** Optional
23. **License/Certification:** List license and/or certifications required, as listed by the [CSU Classification Standards](#).
24. **Supervises Employees** (as defined by [HEERA](#)): Mark yes only for MPP
25. If position supervises other employees; list position titles: Please list position titles only.

Job Duties

1. **Job Duties:** Complete this section by clearly listing the major responsibilities, the percentage of time, and if the duty is considered essential or marginal in descending order.
 - a. How to add a new section:
 - i. Select **New**
 - ii. % of Time: Input number only; percentages about not be less than 5%
 - iii. Duties/Responsibilities: Clearly list the major responsibilities/functions. Duty statements should be written with enough level of detail as to describe the work performed but should not include the instructions or procedures for performing the job
 - iv. Indicate if the responsibility is essential or marginal
 - v. Select **Add** to save
 - vi. Repeat until responsibilities total 100%

JOB DUTIES

% of time

Duties / Responsibilities

Essential /
Marginal

New

1

There are no items to show

Please list the essential (core) duties of the position and the percentage of time devoted to each responsibility in the table above.

% of time

Duties / Responsibilities

Essential /
Marginal

2

3

There are no items to show

4

5

% of tim

Duties / Responsibilities

Essential

Add

2. **Selection** Criteria: Do not use this section

Physical, Mental, and Environmental Demands

Please select from the following options for each requirement and whether the requirement is essential to perform the roles and responsibilities of the position:

- Constantly: 6-8 hours per day (75% or more of time)
- Frequently: 3-6 a day (35-74% of time)
- Occasionally: up to 3 hours a day (up to 34% of time)
- Never: Not applicable

Physical and Mental Requirements

1. **Bending**: Select from the drop-down menu
2. **Climbing**: Select from the drop-down menu
3. **Concentrating**: Select from the drop-down menu
4. **Crawling**: Select from the drop-down menu
5. **Decision Making**: Select from the drop-down menu
6. **Keyboarding** and Mousing: Select from the drop-down menu
7. **Lifting** or Carrying up to 10 lbs.: Select from the drop-down menu
8. **Lifting** or Carrying up to 25 lbs.: Select from the drop-down menu
9. **Lifting** or Carrying up to 50 lbs.: Select from the drop-down menu
10. **Lifting** or Carrying over 50 lbs.: Select from the drop-down menu
11. **Performing** Calculations: Select from the drop-down menu
12. **Pushing** or Pulling: Select from the drop-down menu
13. **Reaching** Overhead: Select from the drop-down menu
14. **Repetitive** Motion of Upper Extremities: Select from the drop-down menu
15. **Sitting**: Select from the drop-down menu
16. **Standing**: Select from the drop-down menu
17. **Stooping** Kneeling or Squatting: Select from the drop-down menu
18. **Walking**: Select from the drop-down menu

Other Physical & Mental Requirement No.1

- **Description**: Please add the following
 - Reading and Comprehending, Writing, Communicating Orally, Reasoning and Analyzing
- **Frequency**: Select Constantly, Frequently, Occasionally, or Never

Note: Do not select "essential" for this option

Environmental Requirements

1. **Drive** motorized equipment: Select from the drop-down menu
2. **Excessive** Noise: Select from the drop-down menu
3. **Hazards**: Select from the drop-down menu
4. **Outdoor**: Select from the drop-down menu
5. **Elevated** Work: Select from the drop-down menu
6. **Extreme** Temperature (hot or cold): Select from the drop-down menu
7. **Indoor** (Typical office environment): Select from the drop-down menu

Posting Details

1. Advertising Summary: Leave this blank
2. Advertisement Text: Leave this blank

User and Approvals

- **Justification for Position:** Complete this section by providing the items below.
 - Justification Summary
 - Anticipated Hiring Range
 - Budget/Chart field/Account string
 - Working Hours

USERS AND APPROVALS

Justification for Position:

Justification Summary:

Anticipated Hiring Range:

Budget/Chart field/Account string:

Working Hours:

Review the Position Description

- **Important:** Review the Position Description for accuracy

Submit the Position Description for approval

- To **save** and complete later, select "Save as draft"
- To **submit** for approval, please select the appropriate approval process:

For emergency hires (EH) and hourly positions, select SB-HR-Position Description Approval (EH/Hourly):

- Hiring Administrator: Input the appropriate administrator
- Class & Comp: This pre-populates, do not change
- VP/VP Delegate: Input the appropriate Vice President or their delegate
- Budget Dept: This pre-populates, do not change
- Talent Acquisition: This pre-populates, do not change

For new MPP and all staff positions, select SB-HR-Position Description Approval (MPP/Staff):

- Hiring Administrator: Input the appropriate administrator
- Class & Comp: This pre-populates, do not change
- VP/VP Delegate: Input the appropriate Vice President or their delegate
- Cabinet: This pre-populates, do not change
- Budget Dept: This pre-populates, do not change
- Talent Acquisition: This pre-populates, do not change

For MPP replacement positions, select SB-HR-Position Description Approval (MPP Replace):

- Hiring Administrator: Input the appropriate administrator
- VP/VP Delegate: Input the appropriate Vice President or their delegate
- Cabinet: This pre-populates, do not change
- Budget Dept: This pre-populates, do not change
- Talent Acquisition: This pre-populates, do not change

What Happens Next?

1. The Hiring Administrator will receive an email notification of the fully approved position description.
2. Talent Acquisition will complete the job card within 24 hours and the recruitment will be posted on various sources (CSU Careers, CSUSB Careers, etc.).

