

**Position Description**

**California State University, Los Angeles Human Resources Management**

|  |  |  |
| --- | --- | --- |
| Enter text or press space bar to leave blank. |  |  |
| **Job Code Classification** |  | **Incumbent (HRM Use Only)** |
| Enter text or press space bar to leave blank. |  | Enter text or press space bar to leave blank. |
| **Working Title** |  | **Position Number** |
| Enter text or press space bar to leave blank. |  | Enter text or press space bar to leave blank. |
| **Department** |  | **Name/Title of Lead or Supervisor** |
| Enter text or press space bar to leave blank. |  |  |
| **Name/Title of Appropriate Administrator** |  | **Classification/Compensation Manager Approval (HRM Use Only)** |

**Position Description for New Position  
 Updated Description of an Existing Position  
 Request Classification Review of Existing Position**

**JOB SUMMARY:** Provide a short narrative to be used on the promotional announcement.

Enter text or press space bar to leave blank.

**LIST REQUIRED AND/OR DESIRED QUALIFICATIONS.**

1. **Requirements:** Ability and/or interest in working in a multicultural/multiethnic environment.

Enter text or press space bar to leave blank.

1. **Desired Qualifications:**

Enter text or press space bar to leave blank.

**EMPLOYMENT CONDITIONS:**  Full Time  Part Time  Positive Attendance

Work Schedule: (List days & hours) Enter text or press space bar to leave blank.

Permanent

Non-Tenurable (MPP)

Temporary: If temporary, select Option A, B or C

Option A  Appointment expires on or before Enter text or press space bar to leave blank.

Month/Day/Year

Option B  Duration Enter text or press space bar to leave blank. months

Option C   30-Day Appointment  
  60-Day Appointment  
  90-Day Appointment  
  180-Day Appointment

Live Scan (HRM Use Only)

**EDUCATIONAL/TECHNICAL BACKGROUND REQUIRED:**

1. Certificates, license(s) or degree(s) required:

Certificate:

Enter text or press space bar to leave blank.

License:

Enter text or press space bar to leave blank.

Degree/Major from an accredited college or university:

Enter text or press space bar to leave blank.

1. Machines, tools, equipment and motor vehicles used during job performance.

Enter text or press space bar to leave blank.

1. Working Conditions: Outline the specific physical, mental and environmental conditions/requirements associated with the essential functions of this position using the "Working Conditions Demand" Form.

**Mandated Reporting:** 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. (HRM Use Only)

Limited Reporter

General Reporter

**ESSENTIAL FUNCTIONS:** According to EEOC regulations, essential functions are those job duties which must be performed by the employee with or without making a reasonable accommodation for a disability; they cannot be reassigned or restructured without changing the essence of the position, or seriously disrupting the operations of the unit. Estimate the percentage of time spent performing the functions, the skills and knowledge required, and the result or output expected. List the essential functions in descending order, beginning with most important.

|  |  |  |  |
| --- | --- | --- | --- |
| **% of Time** | **Essential Functions**  **(Attach if Necessary)** | **Skills & Knowledge**  **Required** | **Results/Outputs**  **Expected** |
| Enter text or press space bar to leave blank. | Enter text or press space bar to leave blank. | Enter text or press space bar to leave blank. | Enter text or press space bar to leave blank. |

**OTHER FUNCTIONS:** These functions may be currently assigned to the position, if necessary, "reasonable" accommodation may be made by restructuring the work or reassigning the responsibilities to other staff.

Enter text or press space bar to leave blank.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:** List and define the working relationships with people and/or entities on and off campus (other than the supervisor or persons supervised) with whom this employee interacts on a continuing basis, and how often these interactions occur, i.e., daily, monthly.

Enter text or press space bar to leave blank.

**POSITIONS REPORTING DIRECTLY TO THIS POSITION:** Indicate their title and hours per week (list on organizational chart).

Enter text or press space bar to leave blank.

**SIGNATURES:**  The signatures of supervisor/administrator authorize the assigned duties and responsibilities. The signature of the incumbent indicates he/she has received a copy of this position description, has read it, and discussed it with the supervisor.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Incumbent** |  | **Date** |
|  |  |  |
| **Lead or Supervisor** |  | **Date** |
|  |  |  |
| **Dean/Department Head/Director** |  | **Date** |
|  |  |  |
| **Appropriate Administrator (if different from above)** |  | **Date** |