## Position Purpose

The position purpose should be a brief summary of the general nature of the responsibilities of the position plus additional information including scope, context and the general environment under which it functions. It should include who the position reports to and, if applicable, from whom the position receives work lead direction.

## *Example:* Reporting to the Operations Manager, and working under general supervision, the incumbent creates and modifies accessible forms and documents for posting on the department website, utilizing technology such as DocuSign when appropriate. The incumbent ensures consistency in formatting and timely completion and posting of forms and documents.

## Type of Supervision Received

Select the option that best describes the type of direction received for the position (Direct Supervision, General Supervision, Limited Supervision, General Direction or Administrative Direction). Please note, Administrative Direction is reserved for Administrator IV positions.

## Essential Functions and Tasks

As defined by the U.S. Equal Employee Opportunity Commission, essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Factors to consider in determining if a function is essential include:

* whether the reason the position exists is to perform that function,
* the number of other employees available to perform the function or among whom the performance of the function can be distributed, and
* the degree of expertise or skill required to perform the function.

% of Time Annually

The percentage of time should be the proportion of the incumbent’s annual work time (2080 hours) spent on an Essential Function. The percentages associated with Essential Functions must add to 100%. Percentages are used to classify the position. Actual amount of time spent on each Essential Function may vary based on department cycles and priorities.

*To insert additional rows in the Essential Function table, click Tab after filling out the last row and a new row will be inserted.*

*Example:*

|  |  |
| --- | --- |
| Essential Functions and Associated Tasks | % of Time Annually |
| **Form and Documentation Support**   * Create and update forms ensuring consistent formats throughout the department * Collaborate with department management, department webmaster, and department form & documentation committee on prioritization of updates * Convert existing forms to online forms using DocuSign or other online form software, as appropriate * Update existing documentation to ensure consistent formatting throughout the department | 60% |
| **Section 508 Compliance**   * Perform accessibility tests on forms and documents to ensure compliance with Section 508 * Modify forms and documents as needed for compliance and accessibility purposes | 40% |

## Knowledge, Skills and Abilities (KSAs)

Indicate the knowledge, skills, and/or abilities required to perform the Essential Functions in Section C.

* Knowledge: A body of information applied directly to the performance of a function gained from instruction or learned through experience.
* Skill: A technical expertise or proficiency.
* Ability: A mental or physical aptitude, capability, or competence.

University Personnel will include all standard KSAs based on CSU Classification Standards and SJSU practice.

*Example:*

|  |
| --- |
| Knowledge, Skills and Abilities needed to perform the Essential Functions in Section C |
| * Strong knowledge of form and document development * Strong knowledge of Microsoft Word, Adobe Acrobat and DocuSign * Strong oral and written communication skills * Ability to apply Section 508 accessibility standards to forms and documents * Ability to maintain confidentiality and appropriately handle sensitive communications |

## Non-Student Positions Managed/Led By Incumbent

Enter the 8-digit Position Number, Classification and Working Title of the positions that will be managed/led. Do not list student, casual worker or special consultant positions.

## Physical Demands and Work Environment

Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). If this position will work an alternate schedule (not M-F, nights, weekends) please include details.

## Qualifications

The Minimum Qualifications for Education and Experience will be set by University Personnel for non-MPP positions based on CSU Classification Standards. For MPP positions, enter the minimum Education and Experience for review by UP. Preferred Qualifications should be entered for all positions and will be used for recruitment purposes only.

## Signatures

A completed Position Description includes signatures from the Employee, the Appropriate Administrator and University Personnel. When submitting a position description for review, enter the names only. Once the position description is finalized, UP will obtain the appropriate signatures via DocuSign.

|  |  |
| --- | --- |
| **Position Number:** |  |
| **Working Title:** |  |
| **Classification Title:** |  |
| **Job Code/Grade:** |  |
| **Department ID/Name:** |  |
| **Appropriate Administrator Title/Position Number:** |  |
| **Work Lead or Department Chair Title/Position Number:** |  |
| **Employee Name (once filled):** |  |
| **Employee 9-digit ID (once filled):** |  |

## POSITION PURPOSE

|  |
| --- |
|  |

## TYPE OF SUPERVISION RECEIVED *(Select one and enter the number below)*

1. Direct Supervision: Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. (Typical supervision for entry level, non-exempt positions)
2. General Supervision: Objectives are set for position, but incumbent works independently referring to policies, practices and procedures. (Typical supervision for mid-level exempt or non-exempt positions)
3. Limited Supervision: Incumbent proceeds on own initiative while complying with policies, practices and procedures described by the Supervisor. Incumbent seldom refers matters to supervisor except for clarification of policy. (Typical supervision for professional or advanced-level exempt positions)
4. General Direction: Incumbent has broad responsibility for planning, organizing and prioritizing work. Active control by the manager is only exercised on longer term goals and policy issues. (Typical supervision for middle managers and high level professionals)
5. Administrative Direction: Management decisions are comprehensive and the work function is broad. (Reserved for Administrator IV positions)

|  |  |
| --- | --- |
|  |  |

## ESSENTIAL FUNCTIONS

|  |  |
| --- | --- |
| **Essential Functions and Associated Tasks** | **% of Time Annually** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

The incumbent 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.

Percentages are used to classify the position. Actual amount of time spent on each Essential Function may vary based on department cycles and priorities. Other duties may be assigned by the Appropriate Administrator.

## KNOWLEDGE, SKILLS and ABILITIES

| Knowledge, Skills and Abilities required to perform the Essential Functions in Section C |
| --- |
|  |

## NON-STUDENT POSITIONS MANAGED/LED BY INCUMBENT (if applicable)

|  |  |
| --- | --- |
| **Position Number** | **Classification/Working Title (to insert additional rows, click Tab in the last row)** |
|  |  |
|  |  |
|  |  |
|  |  |

## PHYSICAL DEMANDS and WORK ENVIRONMENT (include alternate work schedule when applicable)

|  |
| --- |
| Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). If this position will work an alternate schedule (not M-F, nights, weekends) please include details. |
|  |

## QUALIFICATIONS

| **Minimum Qualifications**  (for non-MPP positions, UP will complete this section) | **Preferred Qualifications**  (used for recruitment purposes only) |
| --- | --- |
| **Education**: | **Education**: |
| **Experience**: | **Experience**: |

## SIGNATURES (Enter names only; Signatures will be obtained when UP finalizes position description)

|  |  |  |  |
| --- | --- | --- | --- |
| EmployeeName/Signature: |  | Date Signed: |  |
| Appropriate Administrator Name/Signature: |  | Date Signed: |  |
| University Personnel Name/Signature: |  | Date Signed: |  |