



<i>FOR STAFF HR USE ONLY</i>									
Reviewed by:			Date:						

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
STAFF HUMAN RESOURCES**

POSITION DESCRIPTION

Note: A current and accurate Position Description is required for each staff position on campus, and must be on file in the Office of Staff Human Resources. The Position Description should be completed by the supervisor with the assistance of the incumbent. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor, the Administrative Services Manager, and appropriate administrator prior to submission to Staff Human Resources. Please attach a current copy of the organizational chart for your department.

DATE:

COLLEGE / DIVISION:

DEPARTMENT:

Please check one:

RECRUITMENT:

- New Position
- Existing Position

CLASSIFICATION REVIEW:

- Cycle Review
- Individual Requested
- Management Requested

REVISION:

- Changes in job duties
- Change in Supervisor
- Signed Copy
- Other

INCUMBENT:

EMPLOYEE ID:

CLASSIFICATION:

WORKING TITLE:

POSITION NUMBER:

TIME BASE:

SUPERVISOR:

Position requires access to PeopleSoft (Please check those that apply):

- Finance Human Resources Student Administration None

I. **PURPOSE OF POSITION:** State the basic purpose of the position in one or two specific statements.

[Click **here** and type purpose of position]

II. **MAJOR RESPONSIBILITIES:** Clearly list the major responsibilities in descending order from the most important to the least important. Indicate approximate percentage of time spent in each.

[Click **here** and type major responsibilities]

III. **CHANGES IN RESPONSIBILITIES:** What changes have occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased, which ones and in what way? Were new duties added? What did they replace?

[Click **here** and type changes in responsibilities or N/A if not applicable]

IV. **LIST OF TASKS OR DUTIES:** Use action verbs such as type, install, and receive to describe what is done, with or for whom the action is taken and purpose or outcome achieved. This list should support the major responsibilities indicated in Section II.

[Click **here** and type lists of tasks or duties]

V. **SUPERVISION OF OTHERS:** List of individuals that incumbent trains and supervises. Indicate name, title, hours per week, and type of supervision.

Name	Class Title	Hrs/Week	Type of Supervision	
			Direct	General

[Click **here** and type supervision of others or N/A if not applicable]

VI. **PURPOSE AND NATURE OF WORK RELATIONSHIP:** Describe your most important and frequent working relationships with people on and off campus (other than supervisor or those supervised).

Name	Purpose	Frequency
------	---------	-----------

[Click **here** and type purpose and nature of work relationship]

VII. **REQUIREMENTS OF POSITION:**

A. If applicable list education, experience, certificates or licenses required.

[Click **here** and type requirements of position]

B. List additional skills, knowledge, and abilities required for this position and tell why it is required. Relate this requirement to the major responsibilities.

- Follows all University policies, procedures, and guidelines including but not limited to safety, civility, information security and non-discrimination policies and procedures.
- Contributes to a positive university experience for each and every student, and assists in achieving the university's commitment to a "vision of excellence."

[Click **here** and type additional skills, knowledge and abilities of position]

C. List machines, tools, equipment and motor vehicles used in the performance of duties.

[Click **here** and type machines, tools, equipment and motor vehicles or N/A if not applicable]

VIII. **SPECIAL WORKING CONDITIONS**

[Click [here](#) and type special working conditions or N/A if not applicable]

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

Incumbent Date

Supervisor Date

Administrative Services Manager Date

Appropriate Administrator Date

**ATTACH COPY OF CURRENT
ORGANIZATION CHART**

Physical Summary

Use for all staff positions.

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 involves 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.

Environmental Factors / Physical Factors: Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee.

	Number of Hours				
	N/A	1-3	3-6	6-8	8+
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (neck)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending (waist)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (working at height)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive use of hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Above shoulder work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Below knee work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing protection required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye protection required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reg. extreme temperature changes – greater than 50 degrees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying weight above 25lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unique working conditions: Outline specific physical, environmental, or unique conditions associated with the position.

Driving: Car Truck Forklift Cart

Exposure to extremes: temp dust humidity gas fumes chemicals

Working with biohazards: blood borne pathogens sewage medical waste

Equipment & machinery:
[Click **here** and type equipment and machinery or N/A if not applicable]

Walking on uneven ground (outside work):
[Click **here** and explain type of outside work or N/A if not applicable]

Other:
[Click **here** and explain other unique working conditions or N/A if not applicable]

