

GUIDE FOR WRITING JOB DESCRIPTIONS

California State University Fresno

GENERAL INFORMATION

The Classification Plan of the California State University serves as a basis for maintaining salary levels for employees, which are equitable in relation to the work performed. Through the process of job analysis, all administrative, academic-related and staff positions are allocated to an appropriate classification on the basis of job content. Duties, tasks and responsibilities of a position must be clearly and accurately described, in writing, before an analysis can be conducted. The attached form is provided for this purpose. The description may be completed by the manager and lead person who supervises the work. If the employee writes the description, the manager is responsible for determining the accuracy of the information before submitting the description for review.

SUGGESTIONS FOR COMPLETING THE POSITION DESCRIPTION FORM

- Before beginning to write, spend some time thinking about what the job entails and preparing a draft outline for reference. The most important duties may be listed first, or duties may be listed according to the time spent performing them.
- Focus attention on **what** is done, rather than the manner in which tasks are performed.
- Avoid the use of indefinite terms and vague expressions, or abbreviations, form numbers or phrases that have no meaning outside the immediate office or department.
- Avoid expressing conclusions or opinions about the difficulty or complexity of the work and how well it is done.

INFORMATION FOR THE SUPERVISOR/MANAGER

1. If the form is being completed by the employee, provide assistance as needed.
2. Complete items 21 through 23. Your signature certifies that to the best of your knowledge, the description is complete and an accurate depiction of the current duties and responsibilities of the position.
3. Give the employee a copy of the certified description and retain a copy for your records.
4. With appropriate cover memo, forward the position description and organization chart through the line organization for review, comment and signature by the HEERA Manager. The description is then forwarded to Human Resources.

Note: The collective bargaining agreements provide that employees may request a review of their positions, and that the request must be honored. Management remains responsible for ensuring that descriptions are accurate, and for correcting any inaccurate information before submitting the description to Human Resources.

**CALIFORNIA STATE UNIVERSITY, FRESNO
HUMAN RESOURCES MANAGEMENT
STAFF POSITION DESCRIPTION**

CLASSIFICATION	INCUMBENT
POSITION NO.	WORKING TITLE (IF OTHER THAN CLASS TITLE)
TIME BASE	DEPARTMENT
NAME/TITLE OF IMMEDIATE SUPERVISOR	NAME/TITLE OF APPROPRIATE ADMINISTRATOR

SECTION 1

PURPOSE OF POSITION: Provide one or more short, specific statements, which outline the purpose of the job.

SECTION 2

CHANGES IN RESPONSIBILITIES: (Leave blank if this is first job description for this position.)
What changes have occurred in the assigned duties and responsibilities since this position was filled or since the position was last reviewed either by on-site audit or job description review? Be specific. If responsibilities have increased, which ones and in what way? Were new duties added; did they replace other duties?

SECTION 3

SUPERVISION OF OTHERS: Indicate the name, title, and hours per week.

Name _____ Hrs/week

SECTION 4

MAJOR RESPONSIBILITIES: Clearly reflect each major responsibility which determines a qualification requirement and/or occupies at least 10% or more of the incumbent's time. List in decreasing order from most important to least important or in order of work sequence. Total may not be more than 100%. **DO NOT USE "OTHER AS ASSIGNED."**

Examples: "Provides technical and instructional support including the repair, calibration,
and maintenance of equipment." 40%
"Research, purchase materials and supplies." 30%

RESPONSIBILITY _____ % OF TIME

1. (type here)	
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SECTION 5

LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY: Provide clear, concise statements which support the major responsibilities. Use action verbs to describe what is done, with or for whom the action is taken and the purpose or outcome to be achieved.

Examples: Clerical responsibilities
"Type course manuals, letters, correspondence, and memoranda in final form for signature and distribution."
"Receive, store, and distribute office supplies for use within the department."

SECTION 6

REQUIREMENTS OF POSITION:

- A. List certificates, licenses, or education required.

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

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

- D. Unique working conditions: Out line specific physical, environmental, or unique conditions associated with the position.

(Complete attached form)

SECTION 7

PURPOSE AND NATURE OF WORK RELATIONSHIPS: Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Example: Procurement To solicit information in requisition process Daily

SECTION 8**SIGNATURES**

My signature denotes that this position description is an accurate and correct statement of the duties, responsibilities, and functions assigned to this position.

INCUMBENT, AND/OR

DATE

SUPERVISOR

DATE

DEAN/DEPARTMENT HEAD/DIRECTOR

DATE

APPROPRIATE ADMINISTRATOR
(If different from above)

DATE

VICE PRESIDENT

DATE

PLEASE ATTACH A CURRENT, ACCURATE ORGANIZATION CHART.

Working Environment

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

PHYSICAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Sitting
2. Standing
3. Walking
4. Bending Over
5. Crawling
6. Climbing
7. Reaching overhead
8. Crouching
9. Kneeling
10. Balancing
11. Pushing or pulling

	N/A	1-2	3-4	5-6	7+
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2. Standing					
3. Walking					
4. Bending Over					
5. Crawling					
6. Climbing					
7. Reaching overhead					
8. Crouching					
9. Kneeling					
10. Balancing					
11. Pushing or pulling					

Number of hours/day
N/A 1-2 3-4 5-6 7+

12. Lifting or carrying
 - A. 10 lbs or less
 - B. 11 to 25 lbs
 - C. 26 to 50 lbs
 - D. 51 to 75 lbs
 - E. 76 to 100 lbs
 - F. Over 100 lbs
13. Repetitive use of hands/arms
14. Repetitive use of legs
15. Eye/hand coordination

	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less					
B. 11 to 25 lbs					
C. 26 to 50 lbs					
D. 51 to 75 lbs					
E. 76 to 100 lbs					
F. Over 100 lbs					
13. Repetitive use of hands/arms					
14. Repetitive use of legs					
15. Eye/hand coordination					

16. Driving cars, trucks, forklifts and other equipment
17. Being around scientific equipment and machinery
18. Walking on uneven ground

Yes	No

MENTAL EFFORT

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Directing others
2. Writing
3. Using math/calculations
4. Talking
5. Working at various tempos
6. Concentrating amid distractions
7. Remembering names
8. Remembering details
9. Making decisions
10. Working rapidly
11. Examining/observing details
12. Discriminating colors

	N/A	1-2	3-4	5-6	7+
1. Directing others					
2. Writing					
3. Using math/calculations					
4. Talking					
5. Working at various tempos					
6. Concentrating amid distractions					
7. Remembering names					
8. Remembering details					
9. Making decisions					
10. Working rapidly					
11. Examining/observing details					
12. Discriminating colors					

ENVIRONMENTAL FACTORS

Number of hours/day
N/A 1-2 3-4 5-6 7+

1. Inside
2. Outside
3. Humid
4. Hazards
5. High places
6. Hot
7. Cold
8. Dry
9. Wet
10. Change of temp
11. Dirty
12. Dusty
13. Odors
14. Noisy
15. Working w/others
16. Working around others
17. Working alone

	N/A	1-2	3-4	5-6	7+
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2. Outside					
3. Humid					
4. Hazards					
5. High places					
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