

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, California 90802-4210**  
**(562) 951-4411**

**Date:** May 14, 2004 **Code: HR 2004-14**  
**To:** CSU Presidents **Reference: HR 1992-26**  
**From:** Jackie R. McClain   
Vice Chancellor  
**Subject: Position Descriptions**

It is the policy of the California State University (CSU) that campuses should provide position descriptions to Management Personnel Plan (MPP) and staff employees upon initial hire and subsequently when there is a substantial change in position duties and responsibilities. In the event this policy conflicts with a collective bargaining agreement, the collective bargaining agreement shall be controlling.

For the purpose of this policy, staff employees include Confidential and Excluded (non-student) employees, in addition to employees whose exclusive representatives are the California State Employees' Association (Units 2, 5, 7 and 9), the Academic Professionals of California (Unit 4), the State Employees' Trades Council (Unit 6), and the International Union of Operating Engineers (Unit 10).<sup>1</sup>

Typically, position descriptions, copies of which should be placed in employees' official personnel files, should include the following:

- Position Purpose (reason for the job)
- Major Duties (those duties essential to accomplish the purpose of the position)
- Secondary Duties
- Work Environment (work conditions where the major duties are performed)
- Minimum Qualifications (minimum requirements that must be met to perform major job duties)

If you have any questions regarding this policy, please contact systemwide Human Resources at (562) 951-4411. This document also is available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/gc

---

<sup>1</sup> At campus discretion, positions descriptions for Physicians (Unit 1) and Public Safety (Unit 8) employees may not be needed, as duties are related closely to the classification standards.

---

**Distribution:**

CSU Chancellor  
Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Vice Presidents, Student Affairs

Chancellor's Office Executives  
Human Resources Directors  
Associate Vice Presidents/Deans, Faculty Affairs