

# SUPERCEDED BY HR 2012-15

## THE CALIFORNIA STATE UNIVERSITY

Office of the Chancellor

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**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>.

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<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.

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