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Code: HR 2012-15

Reference: HR 1992-26

To: CSU Presidents

Supersedes: HR 2004-14

From: Gail E. Brooks *Gail Brooks*
Vice Chancellor
Human Resources

Subject: Position Description Policy

Overview

Audience: Human Resources Officers, Classification/Compensation Managers, and campus management responsible for administering position descriptions

Action Item: Information Only – Revised position description policy for MPP and staff employees

Affected Employee Groups/Units: All Management Personnel Plan (MPP), Confidential (C99), Excluded (E99), and represented employees in UAPD (Unit 1), CSUEU (Units 2, 5, 7, and 9), APC (Unit 4), SETC (Unit 6), SUPA (Unit 8), and IUOE (Unit 10)

Summary

The purpose of this memorandum is to communicate a revised position description policy highlighting the importance of maintaining current position descriptions. Campus management responsible for administering position descriptions should review this coded memorandum.

The purpose of this memorandum is to communicate a revised position description policy. Position descriptions are an essential HR document that facilitates performance management, job evaluation, recruitment, organizational design and training needs, and establishes what a job is and the functions required to perform the job. It is the policy of the California State University that campuses provide position descriptions to Management Personnel Plan (MPP) and staff employees. In the event that 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 (C99), Excluded (E99), and employees represented by the Union of American Physicians and Dentists (Unit 1), the California State University Employees Union (Units 2, 5, 7, and 9), the Academic Professionals of California (Unit 4), the State Employees' Trades Council (Unit 6), the State University Police Association (Unit 8), and the International Union of Operating Engineers (Unit 10).

Distribution:

CSU Chancellor
Executive Vice Chancellor and CFO
Executive Vice Chancellor and CAO
All Campus Vice Presidents

AVPs/Deans of Faculty Affairs
Human Resources Officers
HR Professionals

Consistent format of position descriptions is important. It is recommended that campuses develop a specific format to streamline and standardize content. Position descriptions should be clear, concise, and well documented. Each sentence should begin with an active verb and use present tense. Position descriptions should be organized into the following sections:

- General Information (Employee Name, Department, Payroll Title, Working Title (if applicable), FLSA status, Supervisor Name, Supervisor Title)
- Purpose (reason position exists)
- Essential Functions and Marginal Duties
 - 4-5 listed in order of priority with percentages of no less than 5%
 - Percentage should total to 100%
- Minimum Qualifications
 - These should match those listed on the classification standards. Any supplemental qualifications should be listed as “preferred” or “desired”.
- Physical and Mental Requirements (specify the physical and mental conditions of the functions of the job)
- Environmental Working Conditions (specify environmental conditions that may be encountered while performing the functions of the job)
- If the position supervises other employees, list the employees and position titles
- Employee signature and date
- Supervisor signature and date

Position descriptions should be placed in the employee’s personnel file. It is recommended that campuses review position descriptions on a regular or cyclical basis to ensure position descriptions are current.

Questions may be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management’s Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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