|  |  |
| --- | --- |
| **FOR HUMAN RESOURCES USE ONLY:** | **PU**  |
| APPROVED CLASSIFICATION | CLASS CODE | EEOCAT | APP. BY C&C | MPP CODE | RANGE/GRADE CODE | DATE |
|  |  |  |  |  |  |  |



**Management Personnel Plan (MPP) Position Description**

|  |
| --- |
| **1. Position Information** |
| Name: |  |  | Department: |  |
| Position Title: |  |
|  |
| Administrator Level: |  | I |  | II |  | III |  | IV |  |
|  |
| This Position Reports To:  |  |
|  | *Name and Title* |

|  |
| --- |
| Positions Directly Supervised By This Position: |
|  | Classification: |  | Qty: |  | FTE: |  |
|  | Classification: |  | Qty: |  | FTE: |  |
|  | Classification: |  | Qty: |  | FTE: |  |
| Major Departments Under This Position: |
|  | Department | # of Employees |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Please attach current organizational chart with names and classifications included.* |

|  |
| --- |
| **2. Signatures** |
| The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. |
| Appropriate Administrator: | {{Sig2\_es\_:signer2:signature}} | Date: | {{Dte2\_es\_:signer2:date}} |
| Vice President: | {{Sig3\_es\_:signer3:signature}} | Date: | {{Dte3\_es\_:signer3:date}} |
| Employee: | {{Sig1\_es\_:signer1:signature}} | Date: | {{Dte1\_es\_:signer1:date}} |

|  |
| --- |
| **3. Primary Action Being Requested**  |
|  |
|  | **Job Posting:** |  | **New Position** |  | **Replacement Position, former incumbent:** |  |
|  |
|  | **Update Position Description Only:** |  |
|  | **Effective Date:** |  |  |

|  |
| --- |
| **4. Required qualifications** |
| Please list any required knowledge, skills, abilities and experience. Must be appropriate to the skill level of the position and would allow an incumbent to satisfactorily perform the Essential Functions of the position. |
| **CONDITIONS OF EMPLOYMENT*** Ability to pass background check
 |

|  |
| --- |
| **5. Preferred qualifications** |
| List any desirable qualifications that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training). |
|  |

|  |
| --- |
| **6. Position Purpose:** |
| The position purpose should be a summary of the general nature of the responsibilities of the position plus additional information including scope, context and the general environment under which it functions. |
|  |

|  |
| --- |
| **7. Essential Functions of the Position:** |
| Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed. Essential Functions and Marginal Functions should have a **combined total of 100%** of Time. |
| % of Time | Frequency(daily, weekly, monthly, etc.) | Essential Functions Only(List in order of importance) |
|  |  | * Position may occasionally require attendance at off site locations.
 |

|  |
| --- |
| **8. Marginal Functions of the Position:** |
| Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed. Essential Functions and Marginal Functions should have a **combined total of 100%** of Time. |
| % of Time | Frequency(daily, weekly, monthly, etc.) | Marginal Functions Only(List in order of importance) |
|  |  | * Other duties as assigned.
 |

|  |
| --- |
| **9. Additional Information** |
| To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.  |
| **9a. Nature and Scope of Authority:** (please select one) |
|  |
|  |  | **Administrator** – An individual who has full budgetary, personnel authority, and responsibility for  |
|  | formulating and administering policies and programs in the assigned functional area (e.g. Vice President, Dean, Senior Manager). Direct reports may include subordinate supervisors or subordinate managers. |
|  |
|  |  | **Supervisor** – An individual who has the authority to hire, discipline, promote or discharge a group of  |
|  | employees (e.g. Payroll Supervisor, Accounting Supervisor). May supervise non-exempt and/or exempt employees, as well as subordinate supervisors. |
|  |
|  |  | **Professional** – An individual who has significant responsibility for formulating and administering |
|  | policies for an assigned program or functional area (e.g. Attorney, Labor Relations Manager, Affirmative Action Officer). No direct reports or supervisory responsibilities. |
| **9b. Problem Solving:** Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others. |
|  |
| **9c. Contacts On- and Off-Campus:** Purpose and nature of working relationships with on- and off-campus contacts. |
|  |

|  |
| --- |
| **10. ADA Requirements – Must Be Completed** |
| To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation). Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”  |
| **PHYSICAL** | **MENTAL** | **ENVIRONMENTAL** |
|  | Sit |  | Direct others |  | Is exposed to excessive noise |
|  | Stand |  | Concentrate |  | Is around moving machinery |
|  | Walk |  | Analyze |  | Is exposed to marked changes |
|  | Have mobility |  | Use reason/logic |  in temperature and/or humidity |
|  | Bend |  | Demonstrate recall |  | Is exposed to dust, fumes, gases, |
|  | Climb |  | Make decisions |  radiation, microwave (circle) |
|  | Reach |  | Works rapidly |  | Drives motorized equipment |
|  | Kneel |  | Handle multiple tasks/priorities |  | Works in confined quarters |
|  | Push/Pull |  | Tolerate variety |  | Works in high places |
|  | Have gross hand coordination |  | Work with others |  | Other: |  |
|  | Have fine hand coordination |  | Other: |  |  |  |
|  | Hear with background noise |  |  |  |  |
|  | Hear the spoken word |  |  |  |  |
|  | Hear over a phone/other device |  |  |  |  |
|  | See to read fine print |  |  |  |  |
|  | See to read bold print |  |  |  |  |
|  | See to accomplish a task |  |  |  |  |
|  | Talk |  |  |  |  |
|  | Communicate |  |  |  |  |
|  | Lift: |  | lbs. max |  |  |  |  |
|  | Carry: |  | lbs. max |  |  |  |  |
|  | Operate equipment |  |  |  |  |
|  | Perform keyboard entry |  |  |  |  |
|  | Other: |  |  |  |  |  |