

# Position Description Reviews

A Position Description (PD) describes the actual work performed by an incumbent. The HEERA designated Manager is responsible for setting a position's responsibilities and duties based on campus and/or departmental needs. A PD can be used for classifying, orienting, training, and evaluating employees. Classification & Compensation strives to ensure that all duties, responsibilities, and skill levels assigned to positions on campus are in accordance with the Classification and Qualification Standards issued by the Office of the Chancellor.

## Recruitment: Backfill/Replacement Positions

If an existing position becomes vacant and a recruitment to backfill is necessary, an approved Position Description (PD) is needed before a requisition can be submitted for a formal recruitment. All PDs that have not been reviewed and approved within the last 12 months must be submitted to C&C. Our office will then review the PD and classify as appropriate.

When submitting a backfill/replacement PD please be sure to include the following:

- Final Position Description
  - C&C assumes all appropriate levels have reviewed prior to submission
  - Ensure Section 6 is completed to capture any changes made
  - Include previous incumbent's name (Section 2)
  - Submit in "word" format (not .pdf) for potential editing
- E-mail PD to [classandcomprequests@csus.edu](mailto:classandcomprequests@csus.edu) for review

## Recruitment: New Positions

If a position that has not previously existed on campus is needed, prior to recruitment a new position analysis is required. Please be sure all appropriate approvals are obtained for a new position (including ABA budget review) prior to submission to C&C. Once a PD has been finalized submit the following to C&C:

- Final Position Description
  - Indicate "New Position" in Section 2
- [New Position Questionnaire](#)
- E-mail to [classandcomprequests@csus.edu](mailto:classandcomprequests@csus.edu) for review

## Position Description Updates (Existing Employees)

Position Descriptions (PD) should remain as up to date as possible. Routine review of existing staff PDs will ensure functions are accurately captured. If any changes are needed to an existing PD please submit to C&C for review via e-mail ([classandcomprequests@csus.edu](mailto:classandcomprequests@csus.edu)). C&C will review, classify, and approve the PD and provide any applicable [employee notifications](#) outlined in the employee's respective collective bargaining agreement.