

GUIDE FOR WRITING JOB DESCRIPTIONS

California State University Fresno

Human Resource Department

GENERAL INFORMATION

The Classification Plan of the California State University serves as a basis for maintaining salary levels for employees which are equitable in relation to the work performed. Through the process of job analysis, all administrative, academic-related and staff positions are allocated to an appropriate classification on the basis of job content. Duties, tasks and responsibilities of a position must be clearly and accurately described, in writing, before an analysis can be conducted. The attached form is provided for this purpose. The description is completed by the employee who performs the duties. Once the employee writes the description, the manager is responsible for determining the accuracy of the information before submitting the description for review.

SUGGESTIONS FOR COMPLETING THE JOB DESCRIPTION FORM

- Before beginning to write, spend some time thinking about what the job entails and preparing a draft outline for reference. The most important duties may be listed first, or duties may be listed according to the time spent performing them.
- Focus attention on **what** is done, rather than the manner in which tasks are performed.
- Avoid the use of indefinite terms and vague expressions, or abbreviations, form numbers or phrases which have no meaning outside the immediate office or department.
- Avoid expressing conclusions or opinions about the difficulty or complexity of the work and how well it is done.

INFORMATION FOR THE SUPERVISOR/MANAGER

1. As the form is being completed by the employee, provide assistance as needed.
2. Complete items Section B. Your signature certifies that to the best of your knowledge, the description is complete and an accurate depiction of the current duties and responsibilities of the position.
3. Give the employee a copy of the certified description and retain a copy for your records.
4. With appropriate cover memo, forward the position description and organization chart through the line organization for review, comment and signature. The description is then forwarded to Employment Services for review and final determination.

Note: The collective bargaining agreements provide that employees may request a review of their positions, and that the request must be honored. Management remains responsible for ensuring that descriptions are accurate, and for correcting any inaccurate information before submitting the description to Human Resources.

JOB DESCRIPTION

CURRENT CLASSIFICATION

INCUMBENT

POSITION NO. (To be completed by HR)

WORKING TITLE
(IF OTHER THAN CLASS TITLE)

TIME BASE

DEPARTMENT

NAME/TITLE OF
IMMEDIATE SUPERVISOR

NAME/TITLE OF
APPROPRIATE ADMINISTRATOR

SECTION A: To be completed by the employee

1. **POSITION SUMMARY:** Provide one or more short, specific statements, which outline the purpose of the job.

2. **CHANGES IN RESPONSIBILITIES:** (Leave blank if this is first job description for this position.)
What changes have occurred in the assigned duties and responsibilities since this position was filled or since the position was last reviewed either by on-site audit or job description review? Be specific. If responsibilities have increased, which ones and in what way? Were new duties added; did they replace other duties? What duties have been eliminated from this position since the last review?

3. TYPICAL PROBLEMS: Provide up to five (5) examples of typical problems you frequently are required to solve or provided recommendation on in this position.

4. SUPERVISION OF OTHERS: Indicate the name, title, and hours per week.

Name/Position Classification _____ Hrs/week

5. MAJOR RESPONSIBILITIES: Clearly reflect each major responsibility which determines a qualification requirement and/or occupies at least 10% or more of the incumbent's time. List in decreasing order from most important to least important or in order of work sequence. Total may not be more than 100%. **DO NOT USE "OTHER AS ASSIGNED."**

Examples: "Provides technical and instructional support including the repair, calibration,
and maintenance of equipment." 40%
"Research, purchase materials and supplies." 30%

RESPONSIBILITY _____ % OF TIME

6. LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY: Provide clear, concise statements which support the major responsibilities. Use action verbs to describe what is done, with or for whom the action is taken and the purpose or outcome to be achieved.

Examples: Clerical responsibilities

"Type course manuals, letters, correspondence, and memoranda in final form for signature and distribution."

"Receive, store, and distribute office supplies for use within the department."

7. PURPOSE AND NATURE OF WORK RELATIONSHIPS: Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Example: Procurement To solicit information in requisition process Daily

SECTION B: To be completed by Director/Department Head

Position Description – Working Environment

Check the appropriate box for each of the following items, which most accurately describes the extent of the specific activity, performed by this employee on a daily basis.

Employee Name _____
 Department _____
 Date Prepared _____

PHYSICAL EFFORT

	Number of hours/day				
	C	1-2	3-4	5-6	7+
1. Sitting					
2. Standing					
3. Walking					
4. Bending Over					
5. Crawling					
6. Climbing					
7. Reaching overhead					
8. Crouching					
9. Kneeling					
10. Balancing					
11. Pushing or pulling					

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less					
B. 11 to 25 lbs					
C. 26 to 50 lbs					
D. 51 to 75 lbs					
E. 76 to 100 lbs					
F. Over 100 lbs					
13. Repetitive use of hands/arms					
14. Repetitive use of legs					
15. Eye/hand coordination					

	Yes	No
16. Driving cars, trucks, forklifts and other equipment		
17. Being around scientific equipment and machinery		
18. Walking on uneven ground		

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others					
2. Writing					
3. Using math/calculations					
4. Talking					
5. Working at various tempos					
6. Concentrating amid distractions					
7. Remembering names					
8. Remembering details					
9. Making decisions					
10. Working rapidly					
11. Examining/observing details					
12. Discriminating colors					

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					
2. Outside					
3. Humid					
4. Hazards					
5. High places					
6. Hot					
7. Cold					
8. Dry					
9. Wet					
10. Change of temp					
11. Dirty					
12. Dusty					
13. Odors					
14. Noisy					
15. Working w/others					
16. Working around others					
17. Working alone					

SIGNATURES

My signature denotes that this job description is an accurate and correct statement of the duties, responsibilities, and functions assigned to this position.

INCUMBENT, AND/OR

DATE

SUPERVISOR

DATE

DEAN/DEPARTMENT HEAD/DIRECTOR

DATE

APPROPRIATE ADMINISTRATOR
(If different from above)

DATE

VICE PRESIDENT

DATE

PLEASE ATTACH A CURRENT, ACCURATE ORGANIZATION CHART.