

CALIFORNIA STATE UNIVERSITY FRESNO
Position Description Form

Employee Name: _____ Fresno State ID #: _____

Classification: _____ Working Title: _____

Prepared By (MPP/Chair): _____ Department: _____

Bargaining Unit: _____ FLSA Status: _____ Date Prepared: _____

POSITION DESCRIPTION

Overview:

Major Duties of the job include:

Secondary Duties of the job include:

- Other duties as assigned

Supervisor and supervisory responsibilities:

Who Supervises this Position: _____
Who is Responsible for completing the Performance Appraisal: _____
What other classifications does this Supervises: _____

Minimum Requirements: Knowledge, Skills and Abilities:

-

Minimum Requirements: Education and Experience:

-

Specialized Knowledge, Skills and Abilities

-

Preferred Education, Experience, Knowledge, Skills and Abilities

-

This position Description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

Position Description Form Working Environment

Employee Name: _____

Department: _____

Date Prepared _____

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. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

	Number of hours/day						Number of hours/day					
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+	
1. Sitting							12. Lifting or carrying					
2. Standing							A. 10 lbs or less					
3. Walking							B. 11 to 25 lbs					
4. Bending Over							C. 26 to 50 lbs					
5. Crawling							D. 51 to 75 lbs					
6. Climbing							E. 76 to 100 lbs					
7. Reaching overhead							F. Over 100 lbs					
8. Crouching							13. Repetitive use of hands/arms					
9. Kneeling							14. Repetitive use of legs					
10. Balancing							15. Eye/hand coordination					
11. Pushing or pulling												

Yes No

16. Driving cars, trucks, forklifts and other equipment		
17. Being around scientific equipment and machinery		
18. Walking on uneven ground		

MENTAL EFFORT

ENVIRONMENTAL FACTORS

	Number of hours/day						Number of hours/day					
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+	
1. Directing Others							1. Inside					
2. Writing							2. Outside					
3. Using math/calculations							3. Humid					
4. Talking							4. Hazards					
5. Working at various tempos							5. High places					
6. Concentrating amid distractions							6. Hot					
7. Remembering names							7. Cold					
8. Remembering details							8. Dry					
9. Making decisions							9. Wet					
10. Working rapidly							10. Change of temp					
11. Examining/observing details							11. Dirty					
12. Discriminating colors							12. Dusty					
							13. Odors					
							14. Noisy					
							15. Working w/others					
							16. Working around others					
							17. Working alone					

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