|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Fresno State ID # |  |
| Classification: |  | Working Title: |  |
| Prepared By (MPP/Chair): |  | Department: |  |
| Bargaining Unit: |  | FLSA Status: |  | Date Prepared: |  |

|  |
| --- |
| **POSITION DESCRIPTION** |

**Overview:**

*Information on department and position.*

**Major duties of the job include:**

* *Essential Duties of the job*

**Secondary duties of the job include:**

* *Secondary Duties*

Supervisory Responsibility:

|  |  |
| --- | --- |
| Who Supervises/leads this Position: |  |
| Who is Responsible for completing the Performance Appraisal: |  |
| What other classifications does this position supervise or provide lead, work oversight: |  |

**Minimum Requirements: Knowledge, Skills, and Abilities:**

* *Minimum requirements – Should be compared to CSU classification standards*

**Education and Experience:**

* *Education/Experience requirement – Should be compared to CSU classification standards*

**Specialized Skills:**

* *Specialized Skills are* ***required*** *for candidates to be considered for the position.*

**Preferred Skills:**

* *Preferred skills are not required*

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |  | Position: |  |
| Department: |  | Date Prepared: |  |

|  |
| --- |
| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the 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 With others |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 16. Working around others |[ ] [ ] [ ] [ ] [ ]
|  |  |  |  |  |  |  | 17. Working alone |[ ] [ ] [ ] [ ] [ ]