

**Working Title
(Classification)**

PURPOSE:

Under the (direct/general supervision) or (general/administrative direction) of (direct MPP supervisor) the incumbent.....

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- 1.
- 2.
- 3.
- 4.

Other Functions:

1. Perform other job-related duties and special projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of:

Skilled in:

Ability to:

MINIMUM QUALIFICATIONS:

- [] Admin I -
- [] Admin II
- [] Admin III
- [] Admin IV

PREFERRED QUALIFICATIONS/DESIRABLE EXPERIENCE:

Technical fluency with Oracle/PeopleSoft, CSU Common Management System or equivalent student information system; Microsoft Office Professional Suite, and Google mail and calendaring programs.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

- All offers of employment are contingent upon the successful completion of a background check (including a criminal records check).
- The person holding this position will have a duty to report to the Campus Title IX Officer information pertaining to discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking, and retaliation and is required to comply with the requirements set forth in [CSU Executive Order EO 1095, EO 1096, and EO 1097](#) as a condition of employment.



**SPECIAL CONDITIONS OF EMPLOYMENT
& POSITION DESIGNATIONS CHECKLIST**

Classification: _____

Department: _____

Working Title: _____

Manager: _____

Date: _____

PLEASE CHECK ALL THE BOXES THAT APPLY TO THIS POSITION:

Sensitive Positions - This position has been designated as a sensitive position with:

- responsibility for the care, safety and security of people (including children and minors), animals and CSU property
- authority to commit financial resources of the university through contracts greater than \$10,000
- access to, or control over, cash, checks, credit cards, and/or credit card account information
- responsibility or access/possession of building master or sub-master keys for building access
- access to controlled or hazardous substances
- access to and responsibility for detailed personally identifiable Level 1 confidential information about students, faculty, staff or alumni that is protected, personal or sensitive as defined in the [CSU Information Security Data Classification Standards](#)
- control over campus business processes, either through functional roles or system security access
- responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death

FERPA:

- [] This position is required to comply with confidentiality requirements outlined in the Department of Education's Family Educational Rights and Privacy and California's Educational Code Chapter 13 regarding sensitive student issues.

Clery Act: (included in all MPP position descriptions)

- [] This position is designated as a Campus Security Authority (CSA). The position is required to participate in training at the direction of the Clery Director and must also promptly report allegations of reportable crimes according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, its accompanying regulations; the California State Education Code, Chapter 15.5, of the Donahoe Higher Education Act, Section 67380; and the California State University system-wide policy, Code EO 1107.

CSA's are employees whose job duties fall into one of the following categories:

- Work in a campus police or security department*
- Are responsible for campus security*
- Are designated as the contact for reporting criminal offenses*
- Have significant responsibility for student and campus activities.*

Special License or Certifications and Conditions:

- [] This position will have responsibilities that require the employee to possess a license, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.
Specify license, credential or certification required: _____
- [] Must possess and maintain a valid license to drive in the State of California, pass the Defensive Training Class, and be insurable under the University's liability coverage.
- [] May require occasional evenings and/or weekend work.

Statement of Economic Interest Designated Position

This position makes or participates in governmental decisions because the position:

- [] Votes on a matter
- [] Approves the budget
- [] Adopts policy
- [] Makes purchasing decisions
- [] Enters into Contracts
- [] Negotiates the terms of a contract
- [] Write the specifications of a bid
- [] Advises or makes recommendations to the decision maker without significant intervening review

FOR UNIVERSITY PERSONNEL USE ONLY

- [] This position is a designated position in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file a Statement of Economic Interest subject to the regulations of the Fair Political Practices Commission.

THE FOLLOWING INFORMATION WILL BE INCLUDED IN ALL JOB ANNOUNCEMENTS/ DESCRIPTIONS:

- All offers of employment are contingent upon the successful completion of a background check (including a criminal records check).
- The person holding this position will have a duty to report to the Campus Title IX Officer information pertaining to discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking, and retaliation and is required to comply with the requirements set forth in [CSU Executive Order EO 1095, EO 1096, and EO 1097](#) as a condition of employment.
- This position has been designated as a sensitive position with access to and responsibility for detailed personally identifiable Level 1 confidential information about students, faculty, staff or alumni that is protected, personal or sensitive as defined in the [CSU Information Security Data Classification Standards](#).