



## University Corporation at Monterey Bay REQUEST TO RECRUIT

Please complete Sections I and II of this form, attach the proposed job description, and route for approval as indicated in Section II.

### SECTION I – POSITION DETAILS – TO BE COMPLETED BY HIRING DEPARTMENT

Date of Request		Department(s)			Proposed Working Title (per approved budget)		
Unit	Account	Fund	Dept	Class (optional)	Project (optional)	%	
Person to Contact		Contact Email			Dean/Director		
Manager/Supervisor (for this position)				Manager's/Supervisor's Title			
Reason for Request		Previous Incumbent (or N/A)			# of Vacancies		
Benefits		FLSA Classification			EEO Classification		

### WORK SCHEDULE AND LOCATION

Work Hours (e.g., 8am-5pm)	Work Days (e.g., M-F)	Time Base <input type="checkbox"/> FT (100%) <input type="checkbox"/> PT      %	Hours Per Week
Assignment Type	If hybrid, please estimate:  _____ % in-office		
Dates of Assignment (if applicable)	Work Location (Ryan Ranch, etc.)		

**PHYSICAL WORK ENVIRONMENT LANGUAGE – PLEASE CHECK ALL THAT APPLY**

Please see the list of definitions [here](#), and indicate all physical demands of the position:

- Stationary position
- Move, Traverse
- Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position
- Ascend/Descend, Work atop, Traverse
- Stoop, kneel, crouch, or crawl
- Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information
- Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess
- Move, Transport, Position, Put, Install, Remove
- Exposed, Work around

**ADVERTISING**

The University Corporation posts to various local job boards, diversity job boards, and educational institutions for free. For a list of free and for cost sites, please [click here](#). Additional posting charges are absorbed by the grant and department.

Please list additional requested posting sites:

If requesting additional sites, please provide your advertising chartstring:

Unit	Account	Fund	Dept	Class (optional)	Project (optional)
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**INTERVIEW DETAILS**

Committee Chair	Committee Members
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Interview Format	Target Interview Dates (to include in job posting)
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**SPECIAL CONDITIONS OF EMPLOYMENT – PLEASE CHECK ALL BOXES THAT APPLY**

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 or 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:

- 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. CSAs 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.
- This position requires significant direct contact with the homeless population and will be required to complete a TB assessment.

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 is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by CSU Executive Order 1095.

## SECTION II – SIGNATURE APPROVALS (please route in order)

Manager/PI Signature	Date	
VP or College Dean's Signature	Date	
Amount Budgeted (if applicable)	Date Available	
Target Hiring Salary (for job announcement)	Requested Salary Grade ( <a href="#">see salary schedule</a> )	Vacation Schedule
Executive Director, University Corporation (for non-grant funding)	Date	

----Please stop here, ensure the job announcement is attached, and submit to UCorp HR.-----

If submitting via email, please send to [hr\\_corporation@csumb.edu](mailto:hr_corporation@csumb.edu).  
If submitting via Adobe Sign, please add [hr\\_corporation@csumb.edu](mailto:hr_corporation@csumb.edu) as a document approver.

## SECTION III – ONLY REQUIRED FOR GRANT FUNDED POSITIONS

Manager, Post Award Review Signature	Date
Amount Budgeted	Date Available
Notes	

## SECTION IV – UNIVERSITY CORPORATION HR USE ONLY

Working Title	Grade
Signature of Reviewer	Date