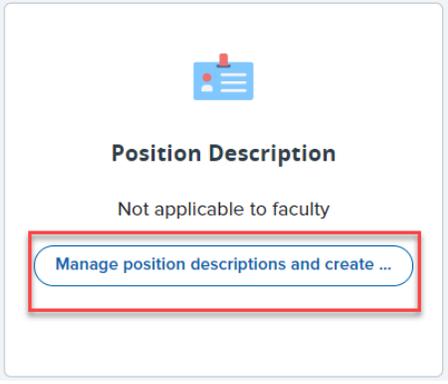
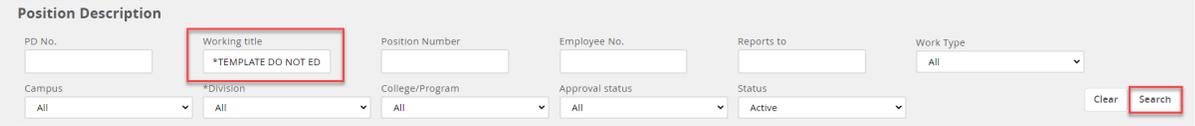


Position Description Quick Reference Guide

***This reference guide covers only the fields in which entry and/or verification is required to complete the Position Description for Staff/MPP jobs.**

Turn off the pop-up blocker in your browser before you begin. Fields marked with an * are required fields.

<p>How do you log in?</p>	<p>From the Stan State homepage, click myStanState to get to the employee portal, then click on the CHRS Recruiting icon</p> 
<p>Creating the Position Description</p>	
<p>From your main dashboard, click on the “Manage position descriptions” link within in the Position Description tile</p>	
<p>Search for a Position Description Template</p>	<p>From the Position Description page, use the search boxes to locate the appropriate template for the position. Use the working title search box to type in “*TEMPLATE DO NOT EDIT*” to bring up all position description templates.</p> 
<p>If a template does not exist for your position, click “new position description”</p>	<p>If a template does not exist for your position, click “New position description” to begin a new position description. If you are creating a new position description, skip to the “New Position Description page: Position Information” section below.</p> <p style="text-align: center;">New position description</p>
<p>View template</p>	<p>If using a template, click on the “View” link to open the position description template. Do NOT click “Edit”.</p> <p style="text-align: right;"> PD-333 1032-1-Administrative Support Assistant I *TEMPLATE DO NOT EDIT* May 15, 2019 Approved Edit View Recruit for position </p> 
<p>Create a copy of the template</p>	<p>DO NOT EDIT the position description template. From the top of the position description template, click the ellipsis and select “Copy position description” to create a copy of the template.</p>



New position description page: Position Information

Type of Action Requested*	Select New (Create New Position Description) or Replacement based on whether the position is new or replacing someone
Internal Team*	Select the applicable internal team (department/discipline) of the position. If “Available to all teams” is selected be sure to select the appropriate team from the drop-down menu.
Job Code/Employee Classification* Refer to the common Job Code cheat sheet in Appendix A.	The job code/employee classification will populate from the template. Verify that it is the correct job code/employee classification for the position. If creating a new position description (not starting from a template) click on the magnifying glass to search by job code or employee classification title. Select the correct job code/employee classification and click Okay.
Classification Title	The Classification Title will populate from the template. Verify that it is the correct classification title for the position. If creating a new position description (not starting from a template) enter the Classification Title for the position.
Position No	Must have ST- prefix –enter the position number, if known. Click on the magnifying glass to search by title or by position number field (use “ST- “prefix when searching by position number). If not known, leave blank.
CSU Working Title*	Enter the position title for posting announcement (i.e. Administrative Support Assistant for Business and Finance). If starting from a template remove “*TEMPLATE DO NOT EDIT*” from the CSU Working Title.
Salary Range/Grade	The Salary Range/Grade will populate from the template. Verify that it is the correct salary range/ grade for the position. If creating a new position description (not starting from a template) click on the magnifying glass to search by number (job code) or name. Select the correct salary range/ grade and click Okay.
Reports to Supervisor	Enter the name of the reports to supervisor for this position

Reports To*	Enter the position number of the reports to supervisor. Click on the magnifying glass to search by title, position number (use "ST-" prefix when searching by position number), incumbent, or reports to.
Campus*	Verify/select Stanislaus
Division*	Select the applicable division for the position
College/Program*	Select the applicable college/program for the position
Department*	Select the applicable department for the position
FLSA Status	The FLSA Status will populate from the template. Verify that it is the correct FLSA status for the position. If creating a new position description (not starting from a template) select the applicable FLSA status (indicated on the salary schedule).
Hiring type	Verify/select applicable type, typically as follows: Probationary – for most regular staff Temporary – for casual workers, non-permanent positions At-will – for MPP
Pay Plan	The Pay Plan will default to 12 Months from the template. Verify/select the correct pay plan for the position. If creating a new position description (not starting from a template) select applicable Pay Plan.
Pay Plan Months Off	If not a 12 month/year-round appointment, indicate the month(s) this position will be off work
Sensitive Position and Position Details	
Is this a Sensitive position?	Select Yes/No to all questions This information is required for determining the various background checks that need to be conducted.
Job Summary/Basic Function*	Enter details specific to the position's purpose
Minimum Qualifications*	If a template was used, the minimum education and experience requirements indicated in the classification standards are pre-populated - Do not edit; If a template was not used, enter the minimum education and experience requirements as indicated in the classification standards.
Required Qualifications	If a template was used, the required specialized knowledge, skills and abilities indicated in the classification standards are pre-populated -Do not edit; If a template was not used, enter the required specialized knowledge, skills and abilities as indicated in the classification standards.
Preferred Qualifications	List any preferred qualifications/requirements outside of classification standards
License/Certification	Enter any licensing or certification requirements, if applicable

Mandated Reporter*	Select General- The person holding this position is considered a general mandated reporter under the California Child Abuse and Neglect Act and is required to comply with the requirements set forth the CSU executive order 1083, revised July 21, 2017. HR will update, if necessary.
Conflict of Interest*	Select None, HR will update if necessary
Supervises Employees*	Indicate Yes or No
If position supervises other employees; list position titles	If Yes, list the position titles (not names) of employees supervised
Job Duties	
Job Duties	<p>Enter the job duties of this position. Click the New button. Enter % of time, Duties/Responsibilities, Essential/Marginal. Click Add.</p> <p>** Job duties will not be saved unless the Add button is clicked. % of time must add up to 100% for all job duties listed, and you must calculate and allocate the time (the system does not calculate the percentage for you).</p> <p>JOB DUTIES</p> <p>% of time Duties / Responsibilities Essential / Marginal</p> <p> <input type="button" value="New"/>  There are no items to show</p> <p>Please list the essential (core) duties of the position and the percentage of time devoted to each responsibility in the table above.</p> <p>JOB DUTIES</p> <p>% of time Duties / Responsibilities Essential / Marginal</p> <p><input type="text" value="% of tim"/> <input type="text" value="Duties / Responsibilities"/> <input type="text" value="Essential"/>  <input type="button" value="Add"/> </p> <p><input type="text" value=""/> <input type="text" value=""/> <input type="text" value="Essential"/>  <input type="button" value="Add"/></p> <p>Please list the essential (core) duties of the position and the percentage of time devoted to each responsibility in the table above.</p>
Physical, Mental and Environmental Demands	
Physical and Mental Requirements	Select Yes/No for each of the Physical and Mental Requirement questions

Other Physical & Mental Requirement No. 1 Description:	Enter a description of any other physical & mental requirement, if applicable
Frequency	Indicate the frequency of the physical & mental requirement
Other Physical & Mental Requirements	Enter any other physical & mental requirements of the position (i.e.- Bending, lifting, keyboarding, sitting, walking, etc.)
Other Environmental Requirement No. 1 Description:	Enter a description of any other environmental requirement, if applicable
Frequency	Indicate the frequency of the environmental requirement
Other Environmental Requirements	Enter any other environmental requirements of the position (i.e.-driving, outdoors, hazards, etc.), if applicable
Users and Approvals	
Justification for Position	Enter the justification for the position. Please indicate whether this is a new position or if it's a replacement. If this is a replacement position please indicate who this position is replacing.
Hiring Administrator*	Enter the name of the hiring manager/administrator/ Search for name of person by clicking the magnifying glass
Approval Process*	Select ST-Staff/MPP
Supervisor*	Enter the name of the supervisor for this position
Classification*	Should default to Stacey Gross-Schneider
Next Level MPP/Dept Head*	Enter the name of the next level MPP/Department Head
HR/Faculty Affairs Representative	Should default to Stacey Gross-Schneider
Submit or Submit and Exit	Clicking Submit or Submit & Exit saves the PD and initiates the approval process immediately
Save a draft	Clicking Save a draft saves the PD and allows future editing (if saving as a draft, the approval process will need to be re-selected upon returning to the PD in the future)

Appendix A

Commonly used Job Codes for staff:

2867	ACCOMPANIST I
2866	ACCOMPANIST II
1762	ACCOUNTANT I
4555	ACCOUNTANT II
4556	ACCOUNTANT III
1730	ACCOUNTING TECHNICIAN I
1036	ADMINISTRATIVE ANALYST/SPECIALIST -10/12
1037	ADMINISTRATIVE ANALYST/SPECIALIST -11/12
1038	ADMINISTRATIVE ANALYST/SPECIALIST -12 MONTH
1030	ADMINISTRATIVE SUPPORT ASSISTANT, 10/12
1031	ADMINISTRATIVE SUPPORT ASSISTANT, 11/12
1032	ADMINISTRATIVE SUPPORT ASSISTANT, 12 MONTH
1033	ADMINISTRATIVE SUPPORT COORDINATOR, 10/12
1034	ADMINISTRATIVE SUPPORT COORDINATOR, 11/12
1035	ADMINISTRATIVE SUPPORT COORDINATOR, 12 MONTH
3318	ADMINISTRATOR I
3312	ADMINISTRATOR II
3306	ADMINISTRATOR III
3300	ADMINISTRATOR IV
0402	ANALYST/PROGRAMMER -10/12
0401	ANALYST/PROGRAMMER -11/12
0400	ANALYST/PROGRAMMER -12
8180	ATHLETIC TRAINER I - 12 MONTH
8185	ATHLETIC TRAINER II - 12 MONTH
5287	BUDGET ANALYST
6702	BUILDING SERVICE ENGINEER
4791	BUYER I
4792	BUYER II
4794	BUYER III
2010	CUSTODIAN
6533	ELECTRICIAN
2632	EVALUATOR I
2633	EVALUATOR II
6940	FACILITIES MAINTENANCE MECHANIC
0743	GARDENER
0745	GARDENING SPECIALIST
0731	GROUNDWORKER
8147	HEALTH EDUCATOR
0422	INFORMATION TECHNOLOGY CONSULTANT -10/12
0421	INFORMATION TECHNOLOGY CONSULTANT -11/12

0420	INFORMATION TECHNOLOGY CONSULTANT -12 MONTH
0735	IRRIGATION SPECIALIST
6223	LABORER
6532	LEAD ELECTRICIAN
6643	LEAD LOCKSMITH
6525	LEAD PAINTER
6548	LEAD PLUMBER
2886	LIBRARY SERVICES SPECIALIST I
2887	LIBRARY SERVICES SPECIALIST II
2888	LIBRARY SERVICES SPECIALIST III
2889	LIBRARY SERVICES SPECIALIST IV
2889	LIBRARY SERVICES SPECIALIST IV
6642	LOCKSMITH
1505	MAIL CLERK
8148	MEDICAL ASSISTANT
6703	OPERATING ENGINEER
6526	PAINTER
0739	PEST CONTROL AND SPRAY SPECIALIST
6549	PLUMBER
8350	POLICE OFFICER
0802	PUBLIC AFFAIRS/COMMUNICATION SPECIALIST -10/12
0801	PUBLIC AFFAIRS/COMMUNICATION SPECIALIST -11/12
0800	PUBLIC AFFAIRS/COMMUNICATION SPECIALIST -12 MONTH
5284	SENIOR BUDGET ANALYST
1509	STOCK CLERK
3079	STUDENT SERVICES PROFESSIONAL I
3078	STUDENT SERVICES PROFESSIONAL I - 10 MONTH
3082	STUDENT SERVICES PROFESSIONAL II
3081	STUDENT SERVICES PROFESSIONAL II - 10 MONTH
3084	STUDENT SERVICES PROFESSIONAL III
3088	STUDENT SERVICES PROFESSIONAL III - 10 MONTH
3086	STUDENT SERVICES PROFESSIONAL IV
3089	STUDENT SERVICES PROFESSIONAL IV - 10 MONTH