This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:** [ ]  NEW [ ]  EXISTING

**POSITION CLASSIFICATION:** Administrative Analyst/Specialist, Exempt I **CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;

1. **JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **LEAD RESPONSIBILITIES (**For recruitments and/or hires, this section will be completed in PageUp only)

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|        |        |
|        |        |

# C. PHYSICAL AND MENTAL REQUIREMENTS (For recruitments and/or hires, this section will be completed in PageUp only)

# The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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# D. ENVIRONMENTAL REQUIREMENTS (For recruitments and/or hires, this section will be completed in PageUp only)

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### E. MINIMUM QUALIFICATIONS (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **Education:** Equivalent to a bachelor’s degree **OR** a combination of education and experience which provides the required knowledge and abilities.

### Experience: Minimum of three years of administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

###

**F. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* General knowledge and skills in the applicable administrative and/or program field and a foundational knowledge of public administration principles, practices, and methods.
* Knowledge of and ability to apply fundamental concepts.
* Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
* Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
* Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
* Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures.
* Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
* Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
* Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment.
* Ability to anticipate problems and address them proactively.
* Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
* Ability to compile, write, and present reports related to program or administrative specialty.
* Ability to train others on new skills and procedures and provide lead work direction.
* A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)

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*

**H. SENSITIVE POSITION CRITERIA** (For recruitments and/or hires, this section will be completed in PageUp only)

 (Please check ALL boxes that apply to the position)

[ ]  This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

[ ]  This position will have authority to commit financial resources of the university through contracts greater than $10,000.

[ ]  This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

[ ]  This position will have responsibility or access/possession of building master or sub-master keys for building access.

[ ]  This position will have access to controlled or hazardous substances.

[ ]  This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

[ ]  This position will have control over campus business processes, either through functional roles or system security access.

[ ]  This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

[ ]  This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

[ ]  None of the above are applicable to the position.

*The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

*The incumbent is considered neither a Limited nor General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
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|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

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Employee Name Employee SignatureDate

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Supervisor Name Supervisor SignatureDate

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Dept Head/Area Manager Name Dept Head/Area Manager Signature Date