



CAL MARITIME

A Campus of the California State University

POSITION DESCRIPTION

The position description is the foundation for recruitment, classification, formulation of work plans and the basis for performance management, training and evaluations. Supervisors are expected to review the position with the employee: (1) when the employee begins the assignment; (2) if/when the position description is revised; and (3) when the position is evaluated. Please note that whenever there is a major change in the assignment, the position description should be revised and submitted to Human Resources to determine if there is a classification impact.

SECTION I (General Information)

ACTION REQUESTED:

- New Position -- Proposed Classification:
- Replacement Position for _____ (Former Incumbent Name)
- Updated Description
- Reclassification -- Proposed Classification:
(Reclassification requested by: Employee Supervisor)

APPOINTMENT TYPE: Regular Temporary Collective Bargaining Unit:

Name:	Current Classification:	Working Title (if different)
Division:	Department:	Full-Time Equivalent (% of Time Worked)
Immediate Supervisor:	Title:	Work phone:

Complete this job description as accurately as possible. An organization chart MUST accompany this position description form.

SECTION II (Signatures)

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Employee's Signature: _____ Date: _____

Printed Name and Title: _____

Supervisor's Signature: _____ Date: _____

Printed Name and Title: _____

Vice President or President's Signature: _____ Date: _____

Printed Name and Title: _____

Human Resources Analyst's Signature: _____ Date: _____

SECTION III (Responsibilities and Requirements)

1. **POSITION SUMMARY:** Briefly state the purpose or objective of the position.

2. **DUTIES/RESPONSIBILITIES:** Briefly describe the most important duties performed in the normal course of work. List, in order of importance, the specific duties performed on a regular basis. Estimate the percentage of time spent on each duty. Essential responsibilities are those tasks which are basic, necessary and an integral part of the job. Non-essential responsibilities are those considered peripheral, incidental or a minimal part of the job.

Estimated Percentage of Time	DESCRIPTION OF DUTIES

3. **MAJOR CHANGES FOR UPDATES AND/OR RECLASSIFICATIONS:**

List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, work assignments (duties) and skill levels

4. **SUPERVISION/DIRECTION RECEIVED:** Indicate the type of supervision the incumbent will receive:

- Direct Supervision - Employee receives immediate, close and regular supervision
- General Supervision - Employee receives some delegation of responsibility and independence
- General Direction - Employee functions independently under broad guidelines

5. **SPECIAL CONDITIONS OF EMPLOYMENT MAY INCLUDE:**

- Overtime
- Shift work
- Other (Please describe) _____
- Travel
- Travel outside of normal business hours

6. **PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:** To comply with the Americans with Disabilities Act (ADA), which prohibits discrimination against qualified individuals on the basis of disability, indicate the type of physical effort, which is essential to the position activities. Also, indicate the type of environmental factors (if any) which are essential to the position.

- SEDENTARY WORK** - involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.
- LIGHT WORK** - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
- MEDIUM WORK** - up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
- HEAVY WORK** - 50% or more of the activities involve walking, standing, squatting, kneeling or climbing, involves lifting heavy weight objects which may exceed 50 pounds.

Environmental Factors - On the job, the employee:

- Is exposed to excessive noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust, fumes, gases, radiation, microwave (circle)
- Drives motorized equipment

7. EQUIPMENT, MACHINERY, TOOLS OR MOTOR VEHICLES USED:

SECTION IV (Responsibilities and Requirements)

1. **Required Skills, Knowledge and Abilities:** List specific knowledge, skills, and abilities required to perform the job.

2. **Preferred Skills, Knowledge and Abilities:** List specific knowledge, skills, and abilities preferred to perform the job.

3. **Certificates, licenses, education required or preferred:**

4. **Supervisory Responsibilities:** Indicate the type of supervisory responsibilities that are associated with this position. Include positions reporting directly to the incumbent, as well as positions reporting indirectly.
 - No responsibility for supervising others
 - Oversees the work of student assistants
 - Serves as a lead for a work group
 - Oversees the work of others in a non-management/union position
 - Oversees the work of others in a management or confidential position
 - Oversees the work of others in both management and non-management positions