## COVID Testing Site Program Coordinator - On Call

**PD No.: PD-1728**

### POSITION INFORMATION

<table>
<thead>
<tr>
<th>Type of Action Requested:*</th>
<th>New (Create a new Position Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Team:*</td>
<td>SL-CH&amp;W-Health Services - 141100</td>
</tr>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>Admin Analyst/Spclst 12 Mo</td>
</tr>
<tr>
<td>Job Code:</td>
<td>1038</td>
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</tbody>
</table>

**Classification Title:** Administrative Analyst/Specialist - Non-Exempt

**MPP Job Code:**

**Position Number:** Admin Analyst/Specialist - Non Exempt

**Position no:** SL-00012266

**CSU Working Title:** COVID Testing Site Program Coordinator - On Call

**Salary Range/Grade:** 1038-NON-EXEMPT-Grade-1

Minimum: $3,288.00

Maximum: $6,347.00

**Pay Frequency:**

**Reports To:** AVP Health & Wellbeing

**Campus:** San Luis Obispo

**Division:** Student Affairs

**College/Program:** Campus Health & Wellbeing

**Department:** CH&W-Health Services - 141100

**FLSA Status:** Non-Exempt

### SENSITIVE POSITION

- **Sensitive Position:** Yes

- **Job Summary/Basic Function:**
  
  Under the general supervision of the AVP for Health and Wellbeing, the COVID Testing Site Program Coordinator will coordinate staff and volunteers supporting COVID 19 testing taking place at Cal Poly. As part of the Cal Poly Emergency Operations, we have on campus COVID Testing at multiple locations. A successful site coordinator is a reliable professional with excellent record-keeping abilities, attention to detail, customer service, and leadership. As the site coordinator, you will help oversee the testing site operations as well as onsite staff.

- **Minimum Qualifications:**
  
  Graduation from a four-year college or university. One year of technical or administrative experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis. A graduate degree in a related field may be substituted for the required experience on a year-for-year basis.
Required Qualifications:

- Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.
- Ability to learn, interpret and apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to make independent decisions and exercise sound judgment.
- Demonstrated customer service skills, including high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling and punctuation.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to independently take initiative and set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.

Preferred Qualifications:

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
Special Conditions:

Must be willing to travel and attend training programs off-site for occasional professional development

Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis

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

Must be able to successfully pass a pre-employment background/fingerprint check

This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

Must be able to stand for the entire shift

Must be able to lift and move boxes of supplies or equipment up to 20 pounds

No known exposure to coronavirus or those with COVID-19 symptoms

Must be willing, if needed, to be tested for COVID-19

Must be comfortable wearing personal protective equipment when needed (PPE – mask, gloves, goggles, smock) for an entire shift

This is an Intermittent Temporary to June 30, 2021

License / Certification:

N/A

Mandated Reporter:

General - The person holding this position is considered a general 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, revised July 21, 2017.

NCAA:

☐ Yes ☐ No

Conflict of Interest:

None

Supervises Employees:

☐ Yes ☐ No

Job Duties
JOBS DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Operate assigned testing site, including site coordination, opening and closing procedures, staffing, customer service, testing workflow, troubleshooting, and issue resolution</td>
<td>Essential</td>
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<tr>
<td></td>
<td>Coordinate work with site staff and students</td>
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<td>Coordinate with the Emergency Operations Committee to maintain the daily screening schedule</td>
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<td>Run and analyze reports as necessary for safety, quality, speed, and other key outcomes</td>
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<td>Ensure the calendar is current including updating all dates and times for testing events, staff, volunteers, onsite coordinators, and medical staff</td>
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<td></td>
<td>Train staff and volunteers on testing procedures. Monitor and provide feedback and guidance on an ongoing basis</td>
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<td>Coordinate with Screening Manager to confirm testing sites and dates</td>
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<td>Maintain contact with the Qualtrics Coordinator for regular updates</td>
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<td>Lead and participate in training/retraining and continuing education programs as necessary</td>
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<td>Comply with all designated safety policies and procedures in the work area, including the use of applicable protective equipment when necessary to prevent exposure to potentially infectious agents</td>
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<td>Understand and comply with applicable federal, state, and local laws and company policies</td>
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<td>Adhere to quality assurance and safety procedures for site</td>
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<td>Maintain HIPAA standards for site</td>
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<td>Frequently clean and disinfect surfaces</td>
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<td></td>
<td>Assist the EOC and/or CHW Leaders as needed</td>
<td>Marginal</td>
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<td></td>
<td>Perform other job-related duties and special projects as assigned</td>
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SELECTION CRITERIA

There are no items to show

POSTING DETAILS

Advertising Summary: Our Campus Health & Wellbeing team is looking for a friendly and compassionate Administrative Analyst/Specialist in the Campus Wellbeing department to support our student population. Join us!

Advertisement text:

Job Summary

Under the general supervision of the AVP for Health and Wellbeing, the COVID Testing Site Program Coordinator will coordinate staff and volunteers supporting COVID 19 testing taking place at Cal Poly. As part of the Cal Poly Emergency Operations, we have on campus COVID Testing at multiple locations. A successful site coordinator is a reliable professional with excellent record-keeping abilities, attention to detail, customer service, and leadership. As the site coordinator, you will help oversee the testing site operations as well as onsite staff.
## Department Summary

The purpose of Campus Health & Wellbeing (CHW), a department for Student Affairs (SA) is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional mental health, outreach, educational services, and campus consultations.

## Key Qualifications

- Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations
- Ability to use negotiation and persuasion skills to achieve results and expedite projects
- Ability to learn, interpret and apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty

## Education and Experience

- Graduation from a four-year college or university. One year of technical or administrative experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis. A graduate degree in a related field may be substituted for the required experience on a year-for-year basis.
- Current California Driver’s License
- Must successfully complete campus driving training within first month of employment

## Salary:

- Anticipated Hiring Range: $3,900 - $4,200 per month
- Classification Range: $3,228 - $6,347 per month

## Cal Poly

Known for its Learn by Doing pedagogy, Cal Poly is the flagship of the world-renowned California State University system. Annually recognized as one of the top public universities in the nation, Cal Poly continues to offer an academic curriculum based on learned experience gained through real-world practice. Located in San Luis Obispo, Cal Poly is nestled comfortably among the coastal foothills, minutes from the Pacific Ocean and equidistant to the Bay Area and Los Angeles.

Cal Poly offers a best-in-class benefits program, including health, dental and vision insurance, retirement participation in the Public Employees’ Retirement System, and educational benefits for eligible employees. See our benefits website for additional information.

## Diversity Statement

At Cal Poly, we believe that cultivating an environment that embraces and promotes diversity is fundamental to the success of our students, our employees and our community. Bringing people together from different backgrounds, experiences and value systems fosters the innovative and creative thinking that exemplifies Cal Poly’s values of free inquiry, cultural and intellectual diversity, mutual respect, civic engagement, and social and environmental responsibility.

Cal Poly’s commitment to diversity informs our efforts in recruitment, hiring and retention. California Poly is an affirmative action/equal opportunity employer.

## Supplemental Information

Following a conditional offer of employment, a background check (including a criminal records check) must be completed satisfactorily before any candidate may start work with Cal Poly. Failure to satisfactorily complete the background check may result in the withdrawal of the offer of employment. Current employees who are offered positions on campus will be required to undergo a background check for any position where a background check is required by law or that Cal Poly has designated as sensitive.

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 may be "Designated" under California State University's Conflict of Interest Code. This would require the filing of a Statement of Economic Interest on an annual basis and the completion of training within 6 months of assuming office and every 2 years thereafter.

Cal Poly, San Luis Obispo is not a sponsoring agency for staff positions (i.e. H-1B visas).

Positions are posted for a minimum of 14 calendar days.

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**USERS AND APPROVALS**
Justification for Position: Currently, our administrative staff is at maximum capacity. We need assistance in managing COVID-19 data. Without assistance, the campus is at a high risk of not being able to timely quarantine/isolate infected students. Our students depend on Health Services for a plethora of health needs.

The COVID Test Site Coordinator is essential to providing accurate student healthcare. By filling this immediate need, we will serve more students in their health needs, provide more efficient services, and decrease backlogs.

Budget Analysis: This is position is due to temporary coverage and will be funded from one-time funds.

Hiring Administrator:* Tina Hadaway-Mellis

Approval process:* SL - Staff - PD Template (HR Use Only)


HR/Faculty Affairs Representative:* Alexander Rosario