



POSITION DESCRIPTION / CLASSIFICATION REVIEW FORM

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

Name of current incumbent (if filled position):		Date: 1/12/2023
<i>If vacant, name of previous incumbent:</i>		
Job (Classification) Code: 3312	Job Title: Administrator II	Position #: (HR use only)
Working Title (optional): CERC Director		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Department ID: D10301	Department Name: NSME Office of the Dean	Time Base: 1.0, Full-time

A. ACTION REQUESTED:

Recruitment:

- New position
- Replacement:
 - No review required
 - Review needed – substantial changes made

Classification Review: (Section J required, Cabinet Officer signature required)

- Initiate classification review (Organizational Chart must be attached)
- Requested by:* Employee Supervisor/Administrator CSU/HR

Update existing position description:

- No review required
- Review needed – substantial changes made

B. SIGNATURES: Signature denotes that this position description is an accurate statement of assigned duties. As a supervisor, if you are not in agreement with duties described, please attach additional sheet describing the differences which will be used for additional review by Human Resources. This job description supersedes all prior job descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as required at any time.

(Employee) (Date)

(Supervisor) (Date)

(Appropriate Administrator) (Date)

(Cabinet Officer) req'd for classif. reviews (Date)

C. POSITION PURPOSE: Please describe the basic primary function(s) of the position – the reason the position exists. In order to provide an accurate description of the position, please do not copy duty statements from the CSU Classification Standards.

The Director of the California Energy Research Center (CERC) will provide leadership to advance the mission of CERC by cultivating interdisciplinary research in energy areas, developing external collaboration with industry, organizations, and communities to drive future energy solutions, and bringing new opportunities to faculty and students at CSUB. Under administrative direction of the Dean of the School of Natural Sciences, Mathematics, and Engineering (NSME), the CERC Director is an essential member in the school leadership team.

D. DUTIES AND RESPONSIBILITIES: List 4 or 5 of the most significant or major duties in order of importance as well as marginal duties. Indicate the approximate percentage of time spent with percentages of no less than 5%. Total of all duties must add up to 100%.

1) MAJOR JOB DUTIES (Essential Functions)	PERCENTAGE %
A. Cultivate Interdisciplinary research	30%
B. Lead Efforts to Solicit External Funding	20%
C. Increase Student & Faculty Opportunities	15%
D. Position CERC as Hub to Drive Energy Innovation for Region	15%
E. Steward Growth Direction of CERC	10%
 2) OTHER JOB DUTIES (Marginal Duties)	 10%
<ul style="list-style-type: none"> • Perform other job-related duties and special projects as assigned. • Attend training and maintain skills currency as appropriate to safely and effectively complete assignments. • All MPP employees are considered Disaster Service Workers, (CA Gov. Code Section 3100), and are required to attend trainings and possibly hold a position in the CSUB Emergency Operations Center (EOC), as assigned. 	

The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.

Total = 100%

DUTY STATEMENTS (give examples of tasks under each heading):

A. Cultivate Interdisciplinary Research (30%)

- a) Develop and maintain an up-to-date database of faculty expertise at CSUB to facilitate research collaboration across campus.
- b) Connect faculty with research opportunities by building partnerships with other area colleges, research universities, industry R&D sectors, and national laboratories.
- c) Build interdisciplinary faculty and student research teams that work closely with external partners.
- d) Work with NSME Dean to build a faculty community to foster interdisciplinary collaboration.

B. Lead Efforts to Solicit External Funding (20%)

- a) Expand energy-focused grant writing in collaboration with interdisciplinary teams and CSUB's Office of Grants and Sponsored Programs.
- b) Connect external funding opportunities with faculty.
- c) Work with University Advancement to cultivate and increase financial support for the center and its activities.

C. Increase Student & Faculty Opportunities (15%)

- a) Create opportunities for students to engage in research projects, professional practice, and internships.
- b) Provide support for students to participate in professional conferences to present their work, including the CERC Annual Symposium.
- c) Work with faculty to translate research into educational activities.
- d) Create student-faculty research collaborations and internships.
- e) Provide professional development for faculty to enhance their research and grant writing capacity.

D. Position CERC as Hub to Drive Energy Innovation for Region (15%)

- a) Increase the visibility of CERC by strategically publicizing CERC activities and accomplishments.
- b) Organize and host the annual CERC Symposium.
- c) Work with faculty, students, staff, and community partners to host outreach activities.
- d) Expand CERC Advisory Board and host meetings regularly to engage various stakeholders.
- e) Contribute to the CERC website to provide the community with useful information about energy-related issues.

E. Steward Growth Direction of CERC (10%)

- a) Work closely with CSUB leadership, the NSME Dean, CSUB Energy Innovation Council, and CERC Community Advisory Board to ensure that CERC development is aligned with the CSUB strategic direction and the needs of local economic and workforce development.

E. REQUIRED QUALIFICATIONS: These should match those listed on the classification standards. Any supplemental qualifications should be listed as "preferred".

- 3) **EDUCATION AND EXPERIENCE:** Advanced degree and substantial experiences and expertise in science/engineering related to energy areas; the candidate must have Leadership and managerial experience in either academic or industry settings; proven record of successfully obtaining and managing external grants; and demonstrated dedication to the principles of diversity, inclusion, equity, accessibility, and justice.
- 4) **LICENSES, CERTIFICATES, CREDENTIALS:** Possession of a valid driver's license or the ability to obtain by date of hire.
- 5) **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**
- Regular and reliable attendance is required.
 - Ability to develop positive, productive relationships with a wide variety of stakeholders.
 - A strong work ethic and the ability to independently set and achieve milestones and goals, meet deadlines, and follow through on commitments.
 - Ability to build and maintain effective cross-disciplinary teams.
 - A commitment to undergraduate and graduate student research and interdisciplinary collaboration.
 - A strong record of collaboration with industry, non-profit organizations, or government agencies.
 - Demonstrated customer service experience requiring a very 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 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.
 - Ability to interpret, communicate and apply policies and procedures.
 - Ability to maintain a high degree of confidentiality.
 - Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
 - Excellent computer skills and competence 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.

F. PREFERRED QUALIFICATIONS: Note any additional knowledge, skills, experience, certificates, education, or licenses that are desired for this position.

- A doctorate degree is preferred.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

G. SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work occasional holidays and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- **BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.
- **SENSITIVE POSITION:** Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.
- **MANDATED REPORTER: Limited:** The person holding this position is considered a limited 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. (All Advisors are limited).
- **DESIGNATED POSITION:** This position is currently on the List of Conflict of Interest Designated Positions for CSU Bakersfield. This requires 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 two years thereafter.

- **EQUAL EMPLOYMENT OPPORTUNITY:** This University is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

H. PHYSICAL DEMANDS & WORK ENVIRONMENT (must be completed):

Indicate the type of physical effort which is essential to the position activities:

- SEDENTARY WORK** – involves mainly sitting; minimal walking and standing; lifting light weight objects limited to 15 pounds.
- LIGHT WORK** – involves mainly sitting, up to 25% standing or walking; lifting medium weight objects limited to 25 pounds.
- MEDIUM WORK** – up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; 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; lifting heavy weight objects which may exceed 50 pounds.

Indicate the type(s) of environmental factors which are essential to the position activities:

- 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, or radiation, microwave
- Drives motorized equipment
- Works in confined quarters
- Works in high places
- Other:
- N/A

I. SUPERVISION:

Supervision Received: Describe the nature of supervision the employee in the position 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
- Administrative Direction – Responsibilities are defined by the scope of the organizational functions; responsible for formulating operational policies for a comprehensive and diversified program; makes top level management decisions. (Management Only)

Name of Supervisor:	Job (Classification)Title:
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Supervision Given: List name(s) and title(s) of employee(s) that this position will supervise directly (if applicable):

Name:	Job (Classification)Title:

J. **CLASSIFICATION REVIEW REQUESTS:** If this is an existing position that you believe has changed, describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. In order to assist you with this analysis, please answer the following questions. **Include organizational chart.** If necessary, attach additional sheets.

1. Which parts of the assignment are the most difficult and/or require the greatest skill to perform? Why? Please give examples.
2. To what extent do the duties of this position involve independent action or require decisions on the part of the person in the position? Which, if any, are the most difficult, and how frequently do they occur?
3. What would be the probable result of a poor judgment, decision, or action by the person in this position? How would these errors be detected? What would be the consequence of the errors?
4. How is work assigned to this position? To what extent does the person in this position have authority to determine what is to be done and when?
5. In what way is the work of this position reviewed? That is, is work spot-checked or is all work reviewed? Are there standardized controls or checks which would normally catch errors made by the person in the position? Please explain.
6. Do you assist in developing departmental policy? If yes, please explain.
7. Does this position have supervisory responsibility? Please specify.

Additional comments: (optional) Clarify duties assigned and/or include any additional information that you think would be helpful in the review of this position.