

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No	<u><i>MPP Positions Only</i></u>
Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date:	Job Family:
	Job Function:
	Job Category:

Mandated Reporter Per CANRA YES NO

The person holding this position is considered a 'mandated reporter,' under the California Child Abuse and Neglect Reporting Act (CANRA) and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one:	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Existing Position Update
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Date:	August 15, 2024
Department & Division:	International Affairs, Academic Affairs
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	Admin Analyst Specialist, I
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt I
Working Title:	Program Development Analyst
Position Number & Job Code:	10001803

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Working Title & Position Number of HEERA Designated Appropriate Administrator:	Senior Director of International Affairs; POS #10000320
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I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.

- International Affairs provides services that meet the diverse needs of the SDSU global community and offers programs which foster global perspectives and diplomacy, intercultural awareness and international goodwill. This unit serves as SDSU's central source of information and support services for faculty engagement, incoming students, outgoing students on study abroad programs, and passport services. International Affairs works with all areas of the university to identify and meet the unique needs of its constituencies and to provide opportunities for all members of the campus community to develop effective skills and perspectives for global citizenship and leadership.

II. PURPOSE OF POSITION:

State the basic purpose of the position in one to three specific statements.

- The Program Development Analyst is responsible for overseeing the budgetary, policy, and administrative requirements for running custom-designed international programs at SDSU. Working independently under the direction of the lead Assistant Director and Senior Director of International Affairs, the Program Development Analyst ensures that all custom-designed international programs are in compliance with relevant CSU, SDSU and International Affairs policies, that all academic and financial forms are completed accurately on a timely basis, and oversees and maintains the budgets for approved programs, faculty instructional costs and program leader travel. The incumbent is responsible for collecting and analyzing data, preparing written reports and recommendations related to the implementation of administrative processes, the fiscal status of programs and the continuous improvement of program policies. Additionally, the Program Development Analyst will represent the Program Development & Partnerships team on the International Affairs Resource Management committee, providing budgetary updates, collaborating on projects and serving as back-ups for other resource management committee members.

III. CHANGES IN RESPONSIBILITIES:

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IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

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Description of Responsibilities:	(%) Percent of Time
<p>Program Administration Duties</p> <ul style="list-style-type: none">● Oversee the budgetary, policy compliance and administrative requirements for SDSU’s custom-designed international programs, including but not limited to Global Seminars, Course-Embedded, Transborder, COIL, and Glocal opportunities through the following responsibilities:<ul style="list-style-type: none">○ Create, track, analyze and reconcile multiple program budgets○ Facilitate the set-up of academic courses and oversee the course fee administration process○ Prepare and submit study abroad course fee approval requests○ Maintain accurate course registration and payment spreadsheets, and audit student accounts via the PeopleSoft system to ensure proper registration and student charges○ Establish processes, workflows and evaluation methods to ensure accurate completion of administrative and fiscal requirements● Identify, analyze and address program administration problems or issues and recommend solutions as necessary● Organize, support, troubleshoot, and provide user support for various databases and platforms related to global education● Coordinate with multiple campus units, including Procure-to-Pay, University Bursar, Academic Affairs Global Campus, Registrar, and Academic Colleges● Provide administrative support for program review, approval, and evaluation processes of programs related to global education including but not limited to, custom programs, bilateral student exchanges, study abroad partnerships, international internships, and transborder programs.● Maintain a diligent work schedule to meet time sensitive deadlines.● Assist with the creation of procedures for global education including timelines, job aids, and handbooks.	45%
<p>Budget, Travel, and Procurement Duties</p> <ul style="list-style-type: none">● Follow University procedures for the timely purchasing and reconciliation for goods and services related to global education programs including but not limited to requisitions, purchase orders, invoicing, direct payments, and corporate credit card transactions.● Communicate and coordinate travel procedures for faculty and staff members including the arrangement of travel, submission of travel budget requests, approvals, and claims.● Conduct annual review of travel procedures and policies, analyze problems and develop and recommend alternative solutions.	35%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> ● Provide recommendations to build operational efficiencies to implement solutions and enhancements. ● Maintain accurate and complete files and records to ensure compliance with Campus and International Affairs policies, tracking, and reporting requirements. Disseminate information to the Program Development team. ● Communicate with external international vendors, providing clear messaging, instructions and updates related to participant enrollment, billing, invoices and payment. ● Conduct regular and comprehensive account review and analysis to ensure accuracy of financial transactions. ● Collect and compile data for reporting purposes; prepare annual presentations for leadership review. ● Serves on the International Affairs Resource Management team as the liaison for Program Development. ● Provide support to other resource management positions within International Affairs as needed. 	
<p>Additional Coordination of Activities in International Affairs</p> <ul style="list-style-type: none"> ● Support coordination efforts for Program Development-related events, workshops, and outreach efforts 	15%
<p>Other duties as assigned by appropriate lead/supervisor</p>	5%
<p>Total =100%</p>	100%

V. LEAD WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)
N/A	N/A	N/A

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VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

- Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

B. Skills, knowledge, and abilities required for this position that are based on the classification standards

- Demonstrated expertise in and advanced knowledge of the principles, problems, and methods of public and business administration and operational and fiscal management
- Ability to interpret and apply policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Ability to deal with ambiguity and to find solutions to complex problems.
- Strong attention to detail
- High proficiency with technological software used in everyday operations, such as searching across and making updates to a variety of databases, Google Workspace (e.g., Docs, Sheets, Drive), and Adobe Acrobat and Sign.
- Experience with using and helping maintain database systems.
- Experience with completing and processing travel documents, and thorough understanding of travel policies and procedures.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.

C. Specialized skills required for this position

- Experience in budgetary and accounting practices and principles with an organization, including purchasing, report production, and reconciliation via a web-based application interface, such as Oracle.
- Experience maintaining financial budgets, spreadsheets, and databases.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and provide sound analysis and to make accurate projections using business mathematics and basic statistical techniques.


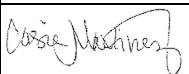
D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

VII. PREFERRED QUALIFICATIONS:

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VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment		Date
 Noah Hansen (Aug 14, 2024 13:38 PDT)		Aug 14, 2024
Appropriate Administrator Signature		Date
		Aug 14, 2024
Classification & Compensation Services		Date

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Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

Sedentary Work: Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

Light Work: Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

Medium Work: Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

Heavy Work: Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use the codes below for each of the items which most accurately describe the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
N	Bending (neck)	C	Reading & Comprehending
N	Bending (waist)	C	Writing
N	Climbing	C	Performing Calculations
N	Crawling	C	Communicating Orally
N	Kneeling	C	Reasoning & Analyzing
N	Pushing/Pulling	F	Decision Making
C	Sitting	N	Directing/Coordinating Others:
N	Squatting		Other:
O	Standing	Environmental Working Conditions	
N	Twisting (neck)	N	Exposure to variations in temperature/humidity
N	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	Operates machinery or drives motorized equipment
N	Handling Objects	N	Exposure to bio-hazards
O	Manual dexterity	C	Working in normal office environment
N	Reach above/below shoulder	N	Working outside with various weather conditions
N	Using foot controls	N	Uses specialized equipment
	Other:		Other:

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Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#).

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a).
2. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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Attachment C

Complete for **MPP Positions Only**

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

