



## STAFF & MANAGEMENT HIRE AUTHORIZATION FORM

### PART I: GENERAL INFORMATION

Department Name: Student Housing and Residence Life Department ID: D23230  
 Classification Title: Student Services Professional II (SSP II) Working Title: Residence Life Coordinator  
 CSU Class (Job Code): 3082 Skill Level: \_\_\_\_\_  
 Form Completed By: EJ Callahan Extension: 2497 E-mail: ecallahan@csub.edu  
 (Print Name)  
 Position reports to: Hilda Nieblas Director, Student Housing and Residence Life  
 (Appropriate Administrator) (Working Title)  
 Will this position oversee/lead other employees/student assistants?  Yes  No

### PART II: POSITION & EMPLOYEE INFORMATION

#### POSITION IS:

Reappointment (annual) Employee Name: \_\_\_\_\_ Position # \_\_\_\_\_  
 Recruitment:  New Position  Replacement for Lourdes Hernandez Position # \_\_\_\_\_  
 (Organizational Chart and Position Description Required) name, if applicable  
 Permanent  Temporary Ending Date: \_\_\_\_\_

Proposed Start/Effective Date: October 1, 2024 No. of Openings for this Position 1  
*\*If the temporary appointment is for at least six months and one day and at a time base of at least 50% the employee is eligible for benefits.*

Emergency Hire Name: \_\_\_\_\_  
 (If known)  
 Name of Employee Vacating Position (if applicable) \_\_\_\_\_ Position # \_\_\_\_\_  
 Last Day on Payroll: \_\_\_\_\_

**TIME BASE:**  Full-Time  
 Part-Time: No. of Hours Per Week \_\_\_\_\_  
 Hourly Intermittent Not to exceed \_\_\_\_\_ Hours Per Week

**PAY PLAN:**  12 Month  10/12  11/12 (as available per CBA)  
 Other \_\_\_\_\_ Period(s) Off: \_\_\_\_\_

Extension of GRANT POSITION  Funding Change Only at Grant Position  
 (Requires appropriate Admin./Principal Investigator & GRaSP signature only - then route to HR)

#### Reason for Replacement/Transaction:

Resigned  Promotion  Leave of Absence  Retirement  
 Other

Not a "sensitive" position (see attached): \_\_\_\_\_

**CLASSIFICATION SALARY:**

Salary Range: \$ 4841 - \$ 6884 per month OR \$ \_\_\_\_\_ - \$ \_\_\_\_\_ per hour

(CSU SALARY SCHEDULE: <http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>)

Is this Federal Funding?  Yes  No

Is it subject to e-verification?  Yes  No

Are there special requirements associated with this grant?  Yes  No (Grants office to complete)

<u>MZ005</u>	<u>D23230</u>				<u>100</u>	<u>200</u>
FUND (Required)	DEPT. ID (Required)	PROGRAM (If applicable)	PROJECT/GRANT (If applicable)	CLASS (If applicable)	ALLOCATION %	REPORTING UNIT (Required)
_____	_____	_____	_____	_____	_____	_____
FUND (Required)	DEPT. ID (Required)	PROGRAM (If applicable)	PROJECT/GRANT (If applicable)	CLASS (If applicable)	ALLOCATION %	REPORTING UNIT (Required)
_____	_____	_____	_____	_____	_____	_____

**DEPARTMENT TO COMPLETE:**

Required for Recruitments only

- 2 week closing  3 week closing  Priority closing in 2 weeks but Open Until Filled
- ON CAMPUS ONLY or  OPEN RECRUITMENT
- No Advertising
- Advertising Requested (Complete Advertising Menu)




<u>MZ005</u>	<u>D23230</u>				<u>200</u>
FUND (Required)	DEPT. ID (Required)	PROGRAM (If applicable)	PROJECT/GRANT (If applicable)	CLASS (If applicable)	REPORTING UNIT (Required)
_____	_____	_____	_____	_____	_____

\$ \_\_\_\_\_  
Max. Authorized

**DOCUMENTS ATTACHED:**


- Organizational Chart
- Position Description
- Advertising Menu

**PART III: APPROVALS - Please route form in the order identified.**

	Print Name	Signature	Date
Chair/Dept. Mgr.	<u>Hilda Nieblas</u>	 <a href="#">Hilda Nieblas Valenzuela (Sep 8, 2024 21:34 PDT)</a>	_____
Dean/Director/AVP <i>(Signature indicates approval of appointment and use of chartfield for advertising and background related charges)</i>	<u>EJ Callahan</u>	 <a href="#">EJ Callahan (Sep 8, 2024 21:57 PDT)</a>	_____
GRaSP <i>(req'd for all grant-funded positions)</i>	_____	_____	_____
Appropriate Budget Liaison	<u>Scott Westall</u>	<i>Scott Westall</i>	_____
<input checked="" type="checkbox"/> Funding Verified			
Vice President	<u>Dr. Thomas D. Wallace</u>		_____
Vice President, BAS or President <i>(If new position)</i>	_____	_____	_____

**Appropriate Changes Completed**

University Budget Office: Natasha Hayes  
Print Name

  
Signature

09/11/2024  
Date

Comments:  
\_\_\_\_\_

**For HR Use Only**

Union Code: \_\_\_\_\_

Grade: \_\_\_\_\_

**FLSA Status:**

**CSU Determination**

Exempt  Non-exempt

**CSUB HR Determination**

Exempt  Non-exempt

CMS Position #: \_\_\_\_\_

MPP Job Code: \_\_\_\_\_

- Livescan
- Background Check
- Pre-Employment Physical
- Credit Check
- Motor Vehicle Report
- Other

Return to HR for Final Action - 39 ADM



## CONSIDERATIONS FOR SENSITIVE POSITIONS

Key Duties & Responsibilities	Examples of Occupation/Position	Examples of Position Functions or Task	In addition to the minimally required background check:
Responsibility for the care, safety and security of people (including children and minors), animals and CSU property	<ul style="list-style-type: none"> <li>• Childcare services personnel</li> <li>• Coaches</li> <li>• Camp and Clinic Counselors and Coaches</li> <li>• Counseling Services</li> <li>• Health Care Services</li> <li>• Public Safety Services</li> <li>• Recreational related services</li> <li>• Healthcare Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Provides services for and/or directly works with children and minors</li> <li>• Provides student and employee counseling services</li> <li>• Provides health care and related services</li> <li>• Has access to computers and other valuable equipment</li> <li>• Provides services for and/or work with animals</li> </ul>	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)
Authority to commit financial resources of the university through contracts greater than \$10,000	<ul style="list-style-type: none"> <li>• Contracts and Procurement Managers and Staff</li> <li>• Buyers</li> <li>• Controllers</li> <li>• Financial Managers</li> <li>• Administrative Managers</li> </ul>	<ul style="list-style-type: none"> <li>• Approves contracts</li> <li>• Approves bids and RFP's</li> <li>• Approves vendors &amp; products</li> <li>• Approves payments</li> <li>• Ability to commit funds and services for programs and projects</li> </ul>	
Access to, or control over, cash, checks, credit cards and/or credit card account information	<ul style="list-style-type: none"> <li>• Business and Accounting Managers and staff</li> <li>• Procurement</li> <li>• Collections</li> <li>• Cashiers</li> <li>• Employees with access to Level 1 information assets (Level 1 data) through campus data centers/systems</li> <li>• Other employees whose duties require access to or control over the above information</li> </ul>	<ul style="list-style-type: none"> <li>• Transfers, withdraws, and/or deposits money</li> <li>• Uses a company-issued credit card to purchase items</li> <li>• Handling/receipt of funds</li> </ul>	
Responsibility or access/possession of building master or sub-master keys for building access	<ul style="list-style-type: none"> <li>• Building Engineers</li> <li>• Facilities Personnel</li> <li>• Custodians</li> <li>• Locksmiths</li> <li>• Maintenance Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Access to master keys</li> <li>• Access to offices for maintenance or repair of equipment</li> <li>• Maintains building security</li> <li>• Access to facilities for installation and/or cleaning</li> </ul>	
Access to controlled or hazardous	<ul style="list-style-type: none"> <li>• Pharmaceutical Personnel</li> <li>• Healthcare Professionals</li> <li>• Custodians</li> </ul>	<ul style="list-style-type: none"> <li>• Dispenses prescription medication</li> <li>• Maintains drug formulary</li> <li>• Access to drugs</li> </ul>	

## CONSIDERATIONS FOR SENSITIVE POSITIONS

Key Duties & Responsibilities	Examples of Occupation/Position	Examples of Position Functions or Task	In addition to the minimally required background check:
substances	<ul style="list-style-type: none"> <li>• Other faculty or staff with access to hazardous chemicals or controlled substances</li> </ul>	<ul style="list-style-type: none"> <li>• Access to potentially hazardous substances</li> </ul>	
Access to and responsibility for detailed personally identifiable information about students, faculty, staff or alumni that is protected, personal or sensitive	<ul style="list-style-type: none"> <li>• Auditors</li> <li>• HR and Payroll Managers and staff</li> <li>• Information Technology (IT) Personnel</li> <li>• Information Systems Personnel</li> <li>• Programmers</li> <li>• Healthcare Staff</li> <li>• Coordinators</li> <li>• Student Affairs Officers</li> <li>• Counselors</li> <li>• Registrars</li> <li>• Employees with access to Level 1 information (Level 1 data) through campus data centers/systems</li> </ul>	<ul style="list-style-type: none"> <li>• Access to employee records</li> <li>• Access to student records</li> <li>• Access to personal or other restricted, sensitive or confidential data (e.g., Level 1 data)</li> <li>• Access to protected health information</li> <li>• Access to restricted data</li> <li>• Systems maintenance</li> </ul>	
Control over campus business processes, either through functional roles or system security access	<ul style="list-style-type: none"> <li>• IT Management</li> <li>• HR Management</li> <li>• Information Officers</li> <li>• Information Security</li> <li>• Business and Finance Management</li> </ul>	<ul style="list-style-type: none"> <li>• Control over/ability to modify employee, student, financial databases</li> </ul>	
Responsibilities that require the employee to possess a license, degree, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position	<ul style="list-style-type: none"> <li>• Athletic Trainers</li> <li>• Attorneys</li> <li>• Counselors</li> <li>• Diving/Water Safety</li> <li>• Engineers</li> <li>• Healthcare Professionals</li> <li>• Heavy Equipment Operators</li> <li>• Pest Control</li> <li>• Police Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Counsels employees or students</li> <li>• Designs or build facilities and offices</li> <li>• Provides legal advice</li> <li>• Renders medical services</li> <li>• Renders safety services</li> </ul>	Professional licensing, certification and/or credential verification
Responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death	<ul style="list-style-type: none"> <li>• Automotive Technicians</li> <li>• Equipment Operators</li> <li>• Environmental Health and Safety Officers</li> <li>• Groundskeepers</li> <li>• Police Officers</li> <li>• Transit Drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Operation of University or commercial vehicles</li> <li>• Operation of heavy equipment or machinery</li> <li>• Responders to emergencies involving potentially hazardous substances</li> </ul>	Motor Vehicle Records/Licensing Check



**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.

<b>Name of current incumbent</b> (if filled position):		<b>Date:</b> 8/26/2024
If vacant, name of previous incumbent:		
<b>Job (Classification) Code:</b> 3082	<b>Job Title:</b> Student Services Professional II (SSP II)	<b>Position #:</b> (HR use only)
<b>Working Title</b> (optional): Residence Life Coordinator		<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non-Exempt</b>
<b>Department ID:</b> D23230	<b>Department Name:</b> Housing & Residential Life	<b>Time Base:</b> Full-time 1.0

**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.

Under general supervision of the Director of Student Housing and Residence Life, and with daily lead direction from the Senior Area Coordinator, the Residence Life Coordinator (RLC) is a full-time, 12-month live-in professional staff member. The Coordinator contributes to fostering a healthy, supportive, and inclusive community environment within the university's residence halls. The incumbent assists with the coordination of residence hall programs, ensuring enhancement of students' co-curricular education and personal growth. Key responsibilities include interpreting and assisting with enforcing college rules, participating in departmental functions, and promoting student leadership development. Through these efforts, the position aims to create a positive and engaging residential experience that aligns with the university's mission and goals.

**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. Maintenance of Healthy Community Environment	30%
B. Communication, Interpretation, & Enforcement of College Rules & Regulations	20%
C. Department/Division Functions & Responsibilities	20%
D. Lead Direction for Student Staff	20%
 2) OTHER JOB DUTIES (Marginal Duties)	 10%
• Perform other job-related duties and special projects as assigned.	
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.	

*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. Maintenance of Healthy Community Environment (30%)**

- a) Contribute to supporting a healthy community environment that aligns with the mission and goals of the University, ensuring a supportive and inclusive atmosphere for all residents.
- b) Assist with coordinating residence hall programs and activities through student staff which enhance the co-curricular education of students by fostering engagement and participation.
- c) Support projects and programs designed to develop community spirit and cohesion among community members by promoting a sense of belonging and mutual respect.
- d) Promote the development of student leaders by encouraging students' direct involvement in the governance of their residence hall area, offering guidance and support to budding student leaders.
- e) Proactively communicate with students to foster an understanding of rights and responsibilities of individuals in the community, particularly the encouragement of self-regulation and self-government within the residence halls.
- f) Assist with addressing up to moderately complex issues that arise promptly, in coordination with the Senior Area Coordinator. Elevate more complex issues as needed.
- g) Assist with advising students experiencing personal and emotional conflicts, acting as a referral agent to other campus resources as needed, and providing follow-up support to ensure their well-being.
- h) Ensure efficient delivery of services to students when reasonable, regularly contributing to assessing and improving service delivery methods to meet students' needs effectively.

**B. Communication, Interpretation, & Enforcement of College Rules & Regulations (20%)**

- a) Communicate, interpret, and assist with enforcing college rules and regulations to maintain high standards of individual and community behavior, ensuring a safe and respectful living environment.
- b) Assist with the judicial program within student housing east and west at the lead direction of the Senior Area Coordinator. Compose notification letters to students, assist with gathering relevant information pertinent to a case, and assist with recommending policy violations, and for inappropriate behavior.
- c) Assist with monitoring completion of judicial sanctions and follow up immediately with students when deadlines are missed.
- d) Promote respect for living units and common area space by monitoring damage and vandalism reports, assisting with prevention and awareness programs, and assisting with holding individuals or the community accountable through damage billing and judicial process.
- e) Serve as an administrative duty back-up nightly to graduate level staff including evenings, weekends, holidays, and during University closings.
- f) Assist with and respond to crisis and emergency situations as necessary.



**C. Department/Division Functions & Responsibilities (20%)**

- a) Assist in the planning and implementation of department-wide and divisional functions and responsibilities.
- b) Assist with opening and closing of the residence halls at the beginning and end of academic year.
- c) Participate in other departmental responsibilities as requested including, but not limited to, New Student Convocation Weekend, Student Orientations, Celebrate CSUB, etc.
- d) Work as a member of a team with other Student Affairs staff both within the department and the division, especially when interacting with students.
- e) Seek out and participate in opportunities for professional development, staying current with best practices and trends in student affairs and residence life.
- f) May perform the duties of desk staff when needed by answering telephones and providing general information to students, visitors, and individuals outside the University.

**D. Lead Direction for Student Staff (20%)**

- a) Assist with providing lead direction to student staff, hall government, and student leaders in area.
- b) Participate in the selection and training of Residence Life student staff. Assist with coordinating residential staff training programs and present at training workshops.
- c) Assist with conducting weekly staff meetings, hold regularly scheduled individual meetings with student staff members, and evaluate team members once per semester. Provide on-going feedback to student staff regarding their performance and address inappropriate staff behavior in coordination with the Senior Area Coordinator.
- d) Assist with providing student staff development opportunities for team growth.

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

- 3) **EDUCATION AND EXPERIENCE:** Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration, or job-related field and two (2) years of recent related experience. Specialized experience during which the applicant has acquired and successfully applied the appropriate knowledge and abilities may be substituted for the required education on a year-for-year basis. A master's degree in a job-related field may be substituted for one year of the professional experience.
- 4) **LICENSES, CERTIFICATES, CREDENTIALS:** n/a
- 5) **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**
  - Regular and reliable attendance is required.
  - Working knowledge of the practices, procedures, and activities of Residence Life.
  - General knowledge of the methods and problems of organizational and program management.
  - General knowledge of research and interview techniques; and of the principles of individual and group behavior.
  - Knowledge of residence hall living and student development theory.
  - Knowledge of counseling, conflict management, and crisis intervention strategies.
  - Ability to interpret and apply program rules and regulations.
  - Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements.
  - Ability to obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data.
  - Ability to recognize multicultural, multisexed, and multi-aged value systems and work accordingly.
  - Ability to rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
  - Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.
  - 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.
  - Thorough knowledge of English grammar, spelling and punctuation.
  - Ability to interpret, communicate and apply policies and procedures.
  - Demonstrated 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, policies and procedures.

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

- Master's degree by the time of appointment in College Student Personnel, Higher Education Administration, Counseling, Sociology, or related field from an accredited college/university.
- 1 to 3 years of professional live-in housing experience, experience working in an environment with underrepresented students, and/or advising student groups.
- Training and experience in the areas of conflict resolution, crisis and emergency response, and adjudicating disciplinary incidents.
- 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: 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.
- **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)

<b>Name of Supervisor:</b> Hilda Nieblas Valenzuela	<b>Job (Classification)Title:</b> Director of Student Housing and Residence Life, Administrator II
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**Supervision Given:** List name(s) and title(s) of employee(s) that this position will supervise directly (if applicable):

<b>Name: LEAD DIRECTION ONLY</b>	<b>Job (Classification)Title:</b>
Student Staff	

**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.