

## POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

**Action Requested:** *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

<b>Name of incumbent</b> <i>(if filled position):</i>		
<i>If vacant, name of previous incumbent:</i>		
<b>Working Title:</b> Live Model		
<b>Classification Title:</b> Casual Worker		
<b>Department Name:</b> Art Department, College of Arts and Humanities		<b>Division:</b> Academic Affairs
<b>Appropriate Administrator/Supervisor Title:</b> Academic Resource Manager		
<b>Position Number:</b> 00003387	<b>Job Code:</b> 1800	<b>Grade Level:</b> 0
<b>Time Base:</b> .5	<b>FLSA Status:</b> Non-Exempt	

**Position Summary:** *In a few sentences, briefly describe the primary function of the position.*

<p>Under the immediate supervision of the the Academic Resource Manager and in collaboration with the Department Chair, the casual worker performs non-bargaining unit work that is temporary, part-time or intermittent in nature.</p> <p>Live Models for life drawing classes hold poses from 30 seconds to as long as 45 minutes. While athletic ability is not required, body awareness and the ability to twist, turn, bend and accentuate the 3-dimensional qualities of the figure in poses is highly desirable.</p> <p>The work is performed under supervision of the class instructor during class hours and models must be able to work with instructors, be punctual, and record hours after each working session. Must be comfortable posing clothed or nude.</p>
---

**Major Duties:**

*Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.*

*Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
Hold a variety of poses as requested by the Art Instructor over specified periods of time (short gestural or action poses, longer poses for more detailed studies of the figures, athletic poses, etc.). Models for life drawing and anatomy classes hold poses from 30 seconds to as long as 45 minutes.	95	<input checked="" type="checkbox"/>
Other duties as assigned.	5	<input type="checkbox"/>

		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**Changes in position:** *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

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

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.

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

<input checked="" type="checkbox"/> Inside (Typically Office Environment) Frequency: <u>Constantly - Essential</u>	<input type="checkbox"/> Extreme Temperature (hot/cold) Frequency: <u>Choose an item.</u>	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: <u>Choose an item.</u>
<input type="checkbox"/> Outdoor Frequency: <u>Choose an item.</u>	<input type="checkbox"/> Hazards Frequency: <u>Choose an item.</u>	

**Supervision Received:** *Indicate the level of supervision received by the position from the Appropriate Administrator.*

Immediate - greatest amount of supervision; methods of performing tasks are well established; assistance is readily available.

**Supervision Exercised:** *Indicate the type of supervisory responsibilities that are associated with the position.*

No responsibility for supervising the work of others.

**Specialized Materials:** *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

**Special Working Conditions:** *List any overtime requirements, 24/7 on-call, work schedule, etc.*

**Knowledge, Skills, and Abilities:**

Ability to hold a variety of poses for artists working in different visual media.  
 Must be 18 years of age or older.  
 Must be comfortable posing in various stages of dress.  
 Ability and/or interest in working in a multicultural/multi-ethnic environment.  
 Incumbent must be patient, behave professionally at all times within the classrooms and while on campus, and use discretion in all aspects of the job.

**Experience and Education:**

Education: High school diploma.

Experience: Job-related educational preparation appropriate to the assignment or the appropriate CSU standard. Extensive experience in the particular area or specialty for which the incumbent's services are required, and which demonstrates that the incumbent has successfully applied a wide variety of knowledges and skills in achieving similar objectives.

**Preferred Qualifications and/or Specialized Skills and Abilities:** (if none, write N/A):

Previous modeling experience strongly preferred; experience with yoga, dance, and/or sports also accepted.  
Familiarity with visual arts preferred.

**Signatures** (Acknowledgement that the information is accurate)

<b>Name of Employee:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of Supervisor/Dept. Manager:</b> Gwendolyne Taylor	<b>Signature:</b>	<b>Date:</b>

**For HR Use Only**

Classified By: Dolores López Date: 12/15/2022

- General Reporter     Limited Reporter     Background Check     Fingerprints     Physical Exam  
 Driver's License     Conflict of Interest     MPP Job Code \_\_\_\_\_