

STAFF Position Description

Instructions: Complete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources (hrclass-comp@csun.edu), and the original electronic version maintained by the department. [NOTE: This form is unlocked; you will need to Ctrl + Click to open links.]

A. Action Requested

- Request a New position OR Fill a Vacant position *(Must initiate through online recruitment)*
- Initiate a Classification Review for a filled position

Requestor: <input type="checkbox"/> Employee OR <input type="checkbox"/> MPP Administrator	Name:
--	-------

- Update an existing position description *(no review requested)*
- New Employee/Appointment acknowledgment of the position description *(no review requested)*
(Employee should be given full position description within one week of start date)

B. Current Information

Name of current incumbent: <i>(if filled)</i> Tammy Trujillo		Employee ID #: 120009283	
<i>Or if vacant, name of previous incumbent:</i>			
Classification Title: Public Affairs/Communications Specialist 10/12 Months	Job Code: 0802	Grade: 3	Position #: 99738705
Working Title: <i>(optional)</i> Broadcast and Digital Media Coordinator		FLSA Status: Exempt <i>(See link to CSU FLSA/Job Code List)</i>	
Department ID: 10095	Department Name: Journalism		Time Base: 1.0
Lead <i>(Staff lead, if applicable)</i> Name:	Classification Title:	Working Title:	
MPP Administrator/Department Chair <i>(Reports To)</i> Name: Stephanie Bluestein	Working Title: Journalism, Department Chair		

Please attach an org chart, if requesting a reorganization (current and proposed) (See link to [Campus Org Chart](#))

Is this a sensitive position as designated by the CSU? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(See link to Sensitive Positions Table)</i>

C. Position Purpose *(Hint: Complete Section D. first and then summarize position's purpose; typically between 2 to 5 sentences)*

Please briefly describe the primary function, nature, and scope of the position.

Under general supervision of the Journalism Department Chair, the Broadcast and Digital Media Coordinator directs the distribution of content produced in the department's radio, student news, and television facilities (newsrooms, control and broadcast studios) and oversees maintenance of broadcast, digital, social media, and other content in a multi-platform environment, including creation of procedures and systems to support students' work and enforce journalistic and ethical standards. Works collaboratively with faculty, students and technical and administrative staff prior to and during production times. Oversees online news and content provider services and initiates requests to department chair, physical and technology updates, and oversees student journalism contest entries for radio, television and digital. Per the Department Chair's guidance, oversees the Department's news media and production facilities (newsroom, ISO booth and recording studios in LA 380 and MZ 150 facilities) and programming in the station housed in The Soraya's Kurland Auditorium complex. Per the Chair's guidance, is responsible to monitor and request improvements to the news media and production.

D. Major Duties

Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.

Indicate duties, which are "essential functions" by checking the Essential box in the right column (15% or greater to be considered essential).

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 (Minimum 15%)
Plans and guides students in broadcast newsroom activities, including the gathering, writing, editing and production of news, sports, public affairs, and other programming aired on radio, television, digital and social media, and/or other media. Acts as a mentor to students in order to accomplish their professional objectives. Coordinates the public distribution of broadcast, digital news, and social media content created by students.	60%	<input checked="" type="checkbox"/>
Works in coordination with faculty to support students in the radio newsroom. Collaborates with the Department's Media Production Specialists, particularly the TV Lab Technician and Broadcast Lab Technician, in the Television News/control rooms and broadcast studio, and the Department's Information Technology Consultant to achieve posting of student content. Coordinates with other student-run media and project staff and faculty, including Valley View News, On Point, Daily Sundial, and El Nuevo Sol, among others, to achieve successful delivery in a multi-platform environment.	25%	<input checked="" type="checkbox"/>
Evaluates and requests subscriptions for online news and content provider services, technology needs and refresh requests. Monitors supply needs, oversees student journalism contest entries for radio, television and digital and requests procurement in coordination with the department's administrative support. Completes procurement via assigned department P-card. Hires, onboards, trains and schedules student assistants who work in the radio newsroom.	10%	<input type="checkbox"/>
Performs other duties as assigned.	5%	<input type="checkbox"/>

E. Physical and Cognitive Demands; and Environmental Conditions

Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.

PHYSICAL DEMANDS	Frequency		
	Always	Frequently	Occasionally
1. Key Boarding and Mousing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Repetitive Motion of upper extremities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Bending (from waist or neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Climbing (Ladders, stairs or stools)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Stooping, Kneeling, or Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Lifting or Carrying			
A. Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Pushing or Pulling			
A. Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Up to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENTAL CONDITIONS	Frequency		
	Always	Frequently	Occasionally
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.

F. Equipment

List any special software and machines, tools, and equipment used on a regular basis.

Type	Purpose and Desired Results
Example A1) Lawn Mower Example B1) Microsoft Word	Example A2) Mowing grass Example B2) Create or update documents
PC/Mac: MS Office	Correspondence, reporting and other journalistic needs
PC/Mac: Adobe Creative Suite, Audacity, Adobe Audition, and Adobe Premiere	Video editing and graphic design applications as required.
PC/Mac: Rundown Creator, Burli Newsroom System	Basic knowledge of news operating systems such as Dalet and/or iNews; web-based TV/radio scripting software used by students and faculty to produce on-air newscasts.
PC/Mac: News feeds from major content-producing agencies such as CNN, FOX, Associated Press and City News Service	Used for B-roll, sourcing news, and reporting background information for radio and television.

G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities

(A). Training and/or Licenses: List required and preferred training, licenses or certifications. If a license is required for any position outside of the [CSU Professional License Table](#), a justification must be provided in description. *Any CSU/CSUN "Required" training will be provided after starting the appointment.

	Required	Preferred	N/A
*CSU Sexual Harassment Prevention / Title IX / Data Security Training (Required for ALL employees)	<input checked="" type="checkbox"/>		
*CSUN Procurement Card (P-Card) Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*CSUN Defensive Driver Training and Powered Cart/Low Speed Vehicle Safety Training (if appl)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(B). Additional Experience, Knowledge, Skills, and Abilities: List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.

Demonstrated success in training emergent journalists, fostering collaborative relationships with colleagues, providing direction, and assuming responsibility for outcomes.

H. Lead or Oversight of Other Positions Yes No (Please list below)

List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):

Working Title (if applicable)	Classification Title	Position Number(s)
Student assistant		

I. Changes in Position

Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.

Added references to "digital" and "social media" in addition to updating "F. Equipment" category with Burli, CNN, Associated Press, Dalet and iNews. Adjusted percentages to "D. Major Duties" category.

J. Signatures (Print, sign and date below)

EMPLOYEE (Acknowledgement of reading and receiving a copy of this job description)

Employee:	Signature:	Date:	Extension:
-----------	------------	-------	------------

LEADS / MPP ADMINISTRATORS *(Acknowledgement that the information is accurate)*

Non-MPP Lead: <i>(if applicable)</i>	Signature:	Date:	Extension:
1 st level MPP Administrator/Dept. Chair: <i>(required)</i> Stephanie Bluestein	Signature: <i>Step Bl</i>	Date: 08/06/2024	Extension: 3135
2 nd level MPP Administrator: <i>(if applicable)</i> Dan Hosken for Natali Papazyan	Signature: <i>Daniel Hosken</i>	Date: 08/06/2024	Extension: 2246
3 rd level MPP Administrator: <i>(if applicable)</i> Dan Hosken	Signature: <i>Daniel Hosken</i>	Date: 08/06/2024	Extension: 2246
4 th level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension: