**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. For resources on completing this form, visit: [csun.edu/careers/position-description-process](https://www.csun.edu/careers/position-description-process) [NOTE: Form is unlocked; **Ctrl + Click** to open links.]

|  |  |
| --- | --- |
| **Date Prepared/Revised:**  | 10/31/2024 |

**A. Action Requested**

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

|  |  |
| --- | --- |
| **Requestor:** [ ]  Employee OR [ ]  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:** *(if filled)*       | **Employee ID #:**       |
|  *Or if vacant*, *name of previous incumbent*:       |
| **Classification Title:** Confidential Administrative Support  | **Job Code:** 1176  | **Grade:** 1 | **Position #:** 99747375 |
| **Working Title:** *(optional*)Prevention and Education Coordinator | [**FLSA**](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf) **Status:** Nonexempt*(See link to* [***CSU FLSA/Job Code List***](https://www.csun.edu/sites/default/files/CSU-Staff-Job-Codes.pdf)*)* |
| **Department ID:** 10002 | **Department Name:** Office of Equity and Compliance | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)***Name:**       | **Classification Title:**       | **Working Title:**      |
| **MPP Administrator/Department Chair** *(Reports To)***Name:** Suzannah Rogan | **Working Title:**Assistant Director, Outreach, Prevention, & Education |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* [***Campus Org Chart***](https://www.csun.edu/hr/orgchart)*)*

|  |
| --- |
| **Is this a sensitive position as designated by the CSU?** [x]  Yes [ ]  No *(See link to* [***Sensitive Positions Table***](http://www.csun.edu/sites/default/files/sensitive-positions-table1.pdf)) |

 **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.*

|  |
| --- |
| As a member of the Office of Equity and Compliance team, the Prevention and Education Coordinator will work collaboratively with the Assistant Director of Prevention & Education to support campus-wide outreach, prevention, and education efforts on behalf of the office. The Prevention and Education Coordinator provides support for all sexual misconduct and harassment, discrimination, harassment, and retaliation outreach, prevention, and education programs and initiatives to promote a culture of care and compassion at CSUN. This role will contribute with developing and implementing request processes and protocols, maintaining communications and event calendars, and using output and outcome data to share the impact of the outreach, prevention, and education efforts. The Prevention and Education Coordinator will manage the Office of Equity and Compliance webpages and ensure all resources, events, and documents remain up to date. ***Confidential Position:*** *The duties performed by this position involve assisting with and having access to confidential information that pertain**to sensitive human resource information and/or employee relations matters representing management’s position and response to systemwide collective bargaining (meeting and conferring).* |

**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).*

|  |  |  |
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| **Description of Duties**  | **% of TimeTotal = 100** | **Essential (Minimum 15%)**  |
| **Program Prevention & Education Support:**. * Establishes and maintains training and event request protocols for prevention, awareness, and education from the Office of Equity and Compliance.
* Supports the creation of reports to share program efficacy, satisfaction, and reach of prevention, awareness, and education activities with the campus community.
* Conducts outreach and awareness events and attends meetings and presentations in lieu of the Assistant Director.
 | 45 | [x]  |
| **Communication and Event Calendar:** * Manages and tracks a calendar of educational and awareness programs related to sexual misconduct, discrimination, harassment, and retaliation across campus stakeholders; including all training requirements under federal and state law and CSU policy.
* Executes awareness and social norms campaigns and other office communications.
 | 25 | [x]  |
| **Web Page Development Support:** * Designs brochures, infographics, and other educational materials to provide to stakeholders across the campus.
* Maintains a prevention and campus programming webpage, calendar, and programming resource hub.
* Manage all Office of Equity and Compliance webpages.
 | 25 | [x]  |
| * Performs other duties assigned.
 | 5 | [ ]  |

**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** | **Greater than****50%** | **Less than** **50%** | **N/A** |  |  | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Key Boarding and Mousing
 | [x]  | [ ]  | [ ]  |  | 1. Lifting or Carrying
 |  |  |  |
| 1. Repetitive Motion of upper extremities
 | [x]  | [ ]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Hearing
 | [x]  | [ ]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sight
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Sitting
 | [x]  | [ ]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Standing
 | [ ]  | [x]  | [ ]  |  | 1. Pushing or Pulling
 |  |  |  |
| 1. Walking
 | [ ]  | [x]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Bending *(from waist or neck)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Climbing *(Ladders, stairs or stools)*
 | [ ]  | [ ]  | [x]  |  | 1. Up to 50 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Stooping, Kneeling, or Squatting
 | [ ]  | [x]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Reaching
 | [ ]  | [x]  | [ ]  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL CONDITIONS** | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Inside *(Typical office environment)*
 | [x]  | [ ]  | [ ]  |
| 2. Elevated Work *(Raised platform/scaffold)* | [ ]  | [ ]  | [x]  |
| 1. Extreme Temperature *(hot or cold)*
 | [ ]  | [ ]  | [x]  |
| 1. Outdoor
 | [ ]  | [x]  | [ ]  |
| 1. Hazards
 | [ ]  | [ ]  | [x]  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
| May require some nights and weekends, dependent upon requests. |

**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* |
| Microsoft Suite | Create and update documents, keep outlook calendars up-to-date |
| Adobe Design Suite | Create and update products and other various marketing materials |
| Drupal | Update the Office of Equity and Compliance website |

**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. a justifying duties statement must be included if a license is required for any position outside of the* [*CSU Professional License Table*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*.* ***\*****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)* | [x]  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [ ]  | [ ]  | [x]  |
| **\***CSUN [Defensive Driver Training](https://www.csun.edu/ehs/request-defensive-driving-powered-cart-training)  and Powered Cart/Low Speed Vehicle Safety Training (if appl) | [ ]  | [ ]  | [x]  |
|       | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
| **(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.* |
| Knowledge of federal and state laws that guide the CSU Nondiscrimination Policy; particularly Title IX.Excellent verbal, written, and visual communication skills with a working knowledge of accessible communications methods.Knowledge of social media and website management.Highly organized and able to create and implement processes and protocols that will be used by many. Thorough knowledge of productivity too |

**H. Lead or Oversight of Other Positions**  [ ]  Yes [x]  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)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**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.*

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|       |

**J. Signatures** *(Print, sign, and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:**  | **Signature:**  | **Date:**  | **Extension:**  |
| **LEAD** *(Acknowledgement of reading this job description)* |
| **Non-MPP Lead:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **MANAGEMENT** (*Acknowledgement that the information is complete and accurate*) |
| **1st level MPP Administrator/Dept. Chair:** *(required)* | **Signature:**  | **Date:**  | **Extension:**  |
| **2nd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |

|  |
| --- |
| **\*\*\*\*\*FOR HR USE ONLY\*\*\*\*\*** |
| Classifier Initials: |  | Job Title:  |  |
| Date: |  | Job Code/Grade: |  | Recruitment ID: |  |