**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](mailto: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:** | 11/14/24 |

**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:**  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)* N/A | | | | | | | | **Employee ID #:** N/A | |
| *Or if vacant*, *name of previous incumbent*: | | | | | | | | | |
| **Classification Title:** Confidential Admin Support | | | | **Job Code:** 1176 | | | **Grade:** 1 | **Position #:** 99747386 | |
| **Working Title:** *(optional*)  Administrative Assistant to the Assistant Vice President, Office of Equity and Compliance | | | | | | [**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:** | **Department Name:** Office of Equity and Compliance | | | | | | | | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)*  **Name:** N/A | | **Classification Title:** | | | **Working Title:** | | | | |
| **MPP Administrator/Department Chair** *(Reports To)*  **Name:** Kristina de la Vega | | | **Working Title:**  Sr. AVP, HR, Equity & Compliance | | | | | | |

*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?**  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 position provides direct support to the Assistant Vice President, Office of Equity and Compliance (Asst VP) including management of the calendar and coordination of special projects. Balances priorities, deadlines, project schedules, and other assignments while exercising tact, good judgment and professionalism at all times. Coordinates daily flow of the Asst. VPs schedule and communicates on behalf of the Asst VP with high-ranking university colleges and CSU officials. Performs administrative work in support of the overall operations of the Office of Equity and Compliance. These responsibilities include management and reconciliation of budget and adherence to CSU policies, coordination of department recruitment activities, onboarding and logistics for operations, and well as travel coordination.  ***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).*

|  |  |  |
| --- | --- | --- |
| **Description of Duties** | **% of Time Total = 100** | **Essential  (Minimum 15%)** |
| **Administrative Support:**   * Acts as confidential support to the Asst VP which includes exposure to sensitive grievance information. * Maintains calendar, schedule and files for the Asst VP and greater office personnel as needed. * Schedules meetings, assembles background materials as appropriate and prepares information for meetings. * Provides Asst VP with a daily calendar showing appointments, scheduled absences of direct reports and work load and projects. * For the department, answers phone, takes messages, greets visitors, opens department mail, answers requests for information in a timely matter, books conference rooms accordingly and schedules intake meetings. * Determines which calls, visitors and items should be referred to the Asst VP, which should be routed to other staff, or which can be personally handled. * Maintains a file of deadlines and a tickler of pending work projects. Anticipates Asst VPs work needs based on calendar and known deadlines and proactively prepares written materials and coordinates time to accomplish such tasks. * Performs administrative work, prepares and/or routes correspondence on behalf of the Asst VP, representing management’s position and response to collective bargaining, legal, and budgetary issues. | 40 |  |
| **Budget:**   * Develops, maintains, and reconciles the department's operating budget. * Tracks expenses, independently applying judgment/knowledge to ensure compliance with departmental goals, university policies and procedures, and state and federal regulations. * Interprets a variety of written policies and technical letters, and reads and interprets computer-generated reports. Properly maintains records and processes invoices in a timely manner. * Coordinates year-end budget process including requisition control, budget encumbrances, chargebacks, adjustments, and journal entries to meet year-end deadlines, and keeps the Asst VP apprised on status. Identifies, develops, and suggests budget reduction/cost savings strategies. * Utilizes problem-solving techniques to find solutions to complex budgetary issues. * Compiles, analyzes, and summarizes data to produce financial reports and year-end projections; researches and identifies errors and resolves problems; reviews and obtains approved financial documentation; analyzes funding, interprets documentation, and generates and monitors the distribution and maintenance of MOU income including annual MOU billings, and tracks receipt of funds. * Processes all department invoices and chargebacks. Independently researches, analyzes, and prepares information and presents it in appropriate format. * Attends financial meetings, training, pilot programs, and workshops. | 25 |  |
| * Department Operations: * Coordinates new department employee onboarding activities including coordinating IT access, email/server, system access, phone, and computer set-ups, business cards; and student employment/onboarding process (hires/job code changes, salary changes, corrections, and termination from system). * Enters all department job openings and job offers into CHRS. * Creates and monitors checklist of all onboarding activities. * Transactionally, hires and terminates student assistants and work study students in SOLAR. * Monitors department work-study grant allocation ensuring all funds are expended properly, allowing for additional fund requests, increasing department’s ability to hire more students. * Attends required annual trainings and ensures the department Federal Work Study Agreement is submitted by the required deadline and conducts monthly reconciliation on student/department allocation usage. Serves as department Time Keeper. * Coordinates office moves, new office set ups, signage, computer updates, equipment ordering, and general purchasing. Manages department assets/inventory control in accordance with Asset Management Guidelines; maintains office keys and key log; and coordinates general office repairs and maintenance including Physical Plant Management service requests, IT support, equipment service calls, and reports copy counts for all machines to Reprographics. * Documents and tracks department Business Continuity plan and emergency procedures as updated by the Asst VP. * Creates and maintains department master calendar and tracks office staff schedules. Organizes team building activities. * Provides back-up support to website edits and other departmental brochures, materials, etc. * Occasionally oversees student assistant work in conjunction with Assistant Director Outreach, Prevention and Education and OEC Case Managers. | 25 |  |
| **Travel Coordination:**   * Coordinates internal staff processes including travel arrangements (registrations, airfare, hotels, etc.) for all department staff to attend hearings, conferences, workshops, and mediations; prepares expense reports for management personnel and provides training and assistance to staff on the process. * Processes, maintains and tracks any/and all payments related to travel. * Updates personal Vehicle Use forms annually. | 5 |  |
| * Performs other duties as 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 |  |  |  |  | 1. Lifting or Carrying |  |  |  |
| 1. Repetitive Motion of upper extremities |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Hearing |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Sight |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Sitting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Standing |  |  |  |  | 1. Pushing or Pulling |  |  |  |
| 1. Walking |  |  |  |  | 1. Up to 10 lbs. |  |  |  |
| 1. Bending *(from waist or neck)* |  |  |  |  | 1. Up to 25 lbs. |  |  |  |
| 1. Climbing *(Ladders, stairs or stools)* |  |  |  |  | 1. Up to 50 lbs. |  |  |  |
| 1. Stooping, Kneeling, or Squatting |  |  |  |  | 1. Over 50 lbs. |  |  |  |
| 1. Reaching |  |  |  |  |  |  |  |  |

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

|  |
| --- |
| **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* |
| Microsoft Office Suite |  |
| Adobe Office Suite (AdobeSign) |  |
| PeopleSoft |  |
| Questica/SOLAR Financials |  |

**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)* |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training |  |  |  |
| **\***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) |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **(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.* | | | |
|  | | | |

**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)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**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.*

|  |
| --- |
|  |

**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: |  |