

Department of Human Resources

Staff / MPP Position Description

HR USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input type="checkbox"/> No Mandated Reporter: <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A Campus Security Authority (CSA): <input type="checkbox"/> Yes <input type="checkbox"/> No	HR Reviewed By & Date:

Conflict of Interest Per Political Reform Act of 1974

If the person holding this position is considered a 'Conflict of Interest Designate', under the Political Reform Act of 1974. They are required to comply with the requirements set forth in Conflict-of-Interest codes as a condition of employment.

Mandated Reporter Per CANRA

If the person holding this position is considered a 'mandated reporter', under the California Child Abuse and Neglect Reporting Act. They are required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

Campus Security Authority

This position may be considered a "Campus Security Authority", pursuant to the Clery Act, and is required to comply with the requirements set forth in CSU Executive Order 1107 a condition of employment.

SECTION I. POSITION INFORMATION

Reason for Position Description (Please check all that apply):	<input type="checkbox"/> Classification Review <input checked="" type="checkbox"/> Update Position Description <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> Temporary Reassignment <input type="checkbox"/> Permanent Reassignment <input type="checkbox"/> Recruitment
This position description is being submitted by:	<input type="checkbox"/> Employee <input type="checkbox"/> Supervisor/Lead <input checked="" type="checkbox"/> Dean/Chief Administrator
Effective Date:	September 1, 2024
Division:	College of Arts, Humanities, and Social Sciences
Department:	Dean's Office (D20022)
Employee Name:	TBD
Humboldt Employee ID:	TBD
Current Classification:	1038 – 12 month employee Requested: AA/S Non Exempt
Position Number:	00023798
FLSA Status:	<input type="checkbox"/> Exempt (not overtime eligible) <input checked="" type="checkbox"/> Non-exempt (overtime eligible)
Working Title:	College Graduate Programs and Administrative Analyst/Specialist
Time Base:	1.0

Employee Name:

SECTION II. PURPOSE OF POSITION

State the basic purpose of the position in one or two specific statements.	<p>Under the general direction of the Associate Dean, work direction from the Dean, Associate Dean, and College Budget Analyst, the incumbent is responsible for administrative analyst/specialist support of the graduate programs in the College of Arts, Humanities, and Social Sciences.</p> <p>This position also provides leadership and expertise to the Administrative Support Coordinators and Administrative Support Assistants within the College including but not limited to onboarding and training opportunities and workload management.</p> <p>This position will also work on college-wide initiatives and projects with a specific focus in the areas of recruitment, enrollment, curriculum management, and student success.</p>
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SECTION III. MAJOR RESPONSIBILITIES

List the major responsibilities/functions of the job in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). An Essential Function is a job-related task that is essential to the job. A marginal function is a job-related task that is not an essential aspect of the job. Essential Functions and Marginal Functions should have a combined total of 100%.

Description of Major Responsibilities:	Essential Functional or Marginal Function?	(%) Percent of Time
<p><u>Graduate Programs and College Recruitment Administrative Support</u></p> <ul style="list-style-type: none">• Serve as a first point of contact for prospective students, applicants, and public for all college graduate programs (currently English, Anthropology, Environment and Community, and Sociology).• Manage CAHSS graduate application processing, working closely with the Office of Admissions and Graduate Coordinators to ensure all applications are reviewed and processed in accordance with university policies. This includes verifying application completeness, troubleshooting issues, and assisting with applicant communication.• Serve as the primary liaison between graduate departments in CAHSS and the Office of Admissions, facilitating streamlined communication and department-specific admissions needs.• Provide organizational and administrative support for the graduate programs and faculty graduate program coordinators. This may include scheduling and attending meetings related to graduate program operations, planning graduate program events and field trips, monitoring graduate program email inboxes, coordinating graduate student	Essential	50%

Employee Name:

<p>community building efforts, coordinating onboarding processes for new graduate students.</p> <ul style="list-style-type: none"> • Lead recruitment for college programs following current best practices in recruitment. Coordinate and collaborate with Marketing and Communications, department chairs, graduate program coordinators, and other stakeholder offices and staff to promote college programs via mass mailings, social media, and other outlets, represent CAHSS graduate programs at recruitment fairs, conferences, and on-campus events, and facilitate the creation of new and/or updated recruitment materials. • Provide support and coordination for college outreach to prospective students and recruitment efforts in collaboration with the Office of Admissions, Marketing and Communications and CAHSS department chairs. • Coordinate with Enrollment Management to help facilitate Fall and Spring Previews, Orientation, and other recruitment events. • Perform other graduate program support and recruitment administrative duties as needed and assigned. 		
<p><u>College Wide Administrative Leadership Support</u></p> <ul style="list-style-type: none"> • Create an understanding of each CAHSS ASC/ASA current job expertise so additional training can be offered to create growth for current employees. • Maintains current ASA/ASC training materials online and up to date. • Coordinates with department staff and assists with completion of department academic support staff actions in the absence of the support staff. • Provides general information, guidance, support, and problem solving to college-wide faculty and staff. • Coordinates monthly meeting and training opportunities for CAHSS ASC/ASAs. • Creates a sense of community and teamwork among the CAHSS ASC/ASAs. • Understands and explains a variety of university, college, and department policies, procedures, and practices to students, faculty, and staff. • Performs other college-wide support duties as needed and assigned. 	<p>Essential</p>	<p>30%</p>
<p><u>Enrollment, Curriculum Management, and Student Success Administrative Support</u></p> <ul style="list-style-type: none"> • Maintains a working knowledge of the university's course scheduling and curriculum management system and requirements and acts a resource for the Dean, Associate Dean, and departmental staff. 	<p>Essential</p>	<p>15%</p>

Employee Name:

<ul style="list-style-type: none"> Provides leadership and support for annual departmental scheduling planning process. Assists Associate Dean with enrollment management and curriculum planning processes including maintaining records related to course offerings and instructor workloads and has expertise in the use of data to support course planning and enrollment management. Performs other duties as assigned in support college enrollment and student success efforts. 		
Other Duties as Assigned	Marginal Function	5%
Total =100%		100%

Please note that during periods of declared state or campus emergencies, state employees can be designated as “disaster workers” and may be required to report to the campus to deal with the emergency. Emergency assignments will be made at the time of your call to campus.

SECTION IV. CHANGES IN RESPONSIBILITIES

- A. What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties were added and what did they replace?

Changes in Responsibilities:	(%) Percent of Change	Date Changed
<u>Graduate Programs and College Recruitment Administrative Support</u> – this aspect of the job description is still 50% of the job duties, however the responsibilities have increased to include managing the application processing with the Office of Admissions, serve as primary liaison between graduate departments and the Office of Admissions, leading recruitment for the college programs, and facilitating Fall and Spring previews.	0%	September 2024
<u>College Wide Administrative Leadership Support</u> – this is a new section to the job description. The duties have been done ad hoc by various staff members and we would like to bring them together under this job description	+ 30%	September 2024
<u>Enrollment, Curriculum Management, and Student Success Administrative Support</u> – Elimination of facilitates college wide website, social media campaigns, oversees processing of student documents, coordinates college-wide commencement, class climate, and scholarship support. The emphasis on this section is to work closely with the Associate Dean on enrollment management and curriculum planning processes	- 25%	September 2024

- B. Did the new duties transfer from another employee? If so, which employee? If the added duties replace other assignments, what will happen to the duties that were removed? (List other positions

Employee Name:

affected and summarize impact, if applicable.)

The eliminated duties were transferred as follows:

- Department ASC II reassumed the duties of the collegewide website, processing of student documents, commencement, class climate and scholarship support.
- The Social Media manager assumed the duties of social media campaigns management

SECTION V. WORK DIRECTION OVER OTHERS

If this position leads (or manages/supervises if MPP) other positions, then list the classifications. Indicate type of direction, whether direct (directly supervises the position and conducts performance evaluation, MPP Only) or indirect (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or Indirect)

SECTION VI. POSITION REQUIREMENTS:

List education and years of experience required, as listed in Classification Standards. If applicable, include necessary certificates and licenses (Driver's License).	Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.
List REQUIRED skills, knowledge, and abilities required for this position.	As listed in Classification Standards: Typical knowledge and skill requirements: <ul style="list-style-type: none">- Entry qualifications as described above.- Working knowledge of general practices, program, and/or administrative specialty. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures.- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.- Ability to organize and plan work and projects including handling multiple priorities.

Employee Name:

- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.

As related to the major responsibilities for this position:

All are needed for the three main aspects of this position.

- Working knowledge of general practices, program, and/or administrative specialty. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.

AND

- Mastery of English grammar, punctuation, and spelling.
- Fluency in standard office support technology systems and software packages and willingness and ability to learn new software and related skills required to perform job duties effectively.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.
- Ability to establish and maintain working relationships with staff, students, and faculty from diverse backgrounds.
- Ability to be proficient in performing multiple work assignments and projects independently.
- Ability to understand, interpret, apply and communicate policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Ability to independently plan, organize, and coordinate day-to-day and long-range activities.
- Ability to clearly communicate orally and in writing and effectively compose correspondence and present own reports.
- Ability to understand problems from a broad perspective and anticipate the impact of office administration problems and solutions on other areas.

Employee Name:

	<ul style="list-style-type: none">- Ability to troubleshoot most office administration problems and respond to inquiries and requests related to work area.- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.- Ability to use negotiation and interpersonal skills to solve problems, achieve objectives, and expedite projects.- Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.- Ability to process sensitive and confidential information in a responsible and professional manner.
List PREFERRED skills, knowledge, and abilities required for this position.	Preferred: Education equivalent to a university/college degree and experience equivalent to five years of progressively responsible administrative support, experience in an academic office and educational setting with a diverse student population, working knowledge of PeopleSoft Campus Solutions, OBI, Drupal, social media platforms, 25Live, Google calendar and other Google programs, Campus Marketplace, CANVA, Adobe InDesign, and other software used by the campus, recent demonstrated experience within the university system, and demonstrated customer service.

SECTION VII. Background Check, Credit Check, and Sensitive Information:

1. **Background Check:** A background check must be satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Employment and education verification, reference checks, and checks of the following systems and databases: National Social Security number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, and National Sex Offender Registry.
2. **Credit Check:** Credit checks will only be performed for new hires or current employees who are voluntarily reassigned or reclassified into a position that requires a credit check. To determine if this position requires a credit check, please consult with Classification & Compensation Services and reference the [CSU Background Check Policy](#) located at: <https://cyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

Does this position require a credit check?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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3. Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](#) located at: <https://cyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>, complete Attachment B.

Does this position meet the criteria for a sensitive position? See Attachment B	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Employee Name:

SECTION VIII. SIGNATURES

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

Employee's Signature & Date

Position Lead Signature & Date

[Name]: _____, [Position Title]: _____

Appropriate Administrator's/Supervisor Signature & Date

[Name]: _____, [Position Title]: _____

Dean's or Chief Administrator's Signature & Date

[Name]: _____, [Position Title]: _____

Employee Name:

Attachment A

Complete for all positions

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.

Physical Summary: Choose one description out of the categories below that best describes this position.

- Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).
- Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.
- Medium Work:** Job involves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.
- Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent's time will be spent walking, standing, squatting, kneeling, or climbing.

Use codes below for each of the item(s) which most accurately describes the extent of the specific activity performed in this position.

"C" = constantly or 6-8 hours per day

"F" = frequently or 3-6 hours per day

"O" = occasionally or up to 3 hours per day

"N" = never

Physical Requirements of the Position		Mental Requirements of the Position	
<input type="radio"/>	Bending (neck)	C	Reading & Comprehending
<input type="radio"/>	Bending (waist)	C	Writing
<input type="radio"/>	Climbing	C	Performing Calculations
<input type="radio"/>	Crawling	C	Communicating Orally
<input type="radio"/>	Kneeling	C	Reasoning & Analyzing
<input type="radio"/>	Pushing/Pulling	C	Decision Making
<input type="radio"/>	Sitting		Other:
<input type="radio"/>	Squatting		Other:
<input type="radio"/>	Standing	Environmental Working Conditions	
<input type="radio"/>	Twisting (neck)	N	Exposure to variations in temperature/humidity
<input type="radio"/>	Twisting (waist)	N	Exposure to chemicals, gases, dust, or fumes
<input type="radio"/>	Walking	N	Operates machinery or drives motorized equipment
<input type="radio"/>	Handling Objects	N	Exposure to bio-hazards
<input type="radio"/>	Manual dexterity	C	Working in normal office environment
<input type="radio"/>	Reach above/below shoulder	N	Uses specialized equipment
<input type="radio"/>	Using foot controls		Other:
	Other:		Other:

Employee Name:

Attachment B

Complete for all positions

Sensitive Position: For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the CSU Background Check Policy located at:

<https://cyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

Consideration for designation as a sensitive position per HR Technical Letter 2017-17		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	For example, lifeguards, health care professionals, custodians assigned to housing areas, etc. 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).
2. Does this position have authority to commit financial resources of the university through contracts greater than \$10,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Does this position have access to, or control over, cash, checks, credit cards, and/or credit card account information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Does this position have responsibility or access/possession of building master or sub-master keys for building access?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Broad access to buildings or facilities
5. Does this position have access to controlled or hazardous substances?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Examples: <ul style="list-style-type: none"> • Dispenses prescription medication. • Maintains drug formulary. • Duties requiring access to controlled substances. • Uses hazardous chemicals.
6. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Protected data (Level 1 data)
7. Does this position have control over campus business processes, either through functional roles or system security access?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Control over/ability to modify employee, student, financial databases, or other business mechanisms
8. Does this position have responsibilities that require the employee to possess a license, degree, credential, or other certification to meet minimum job qualifications and/or to qualify for continued employment in an occupation or position?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	List professional licensing, certification, and/or credential verification required (ex. CPR/BLS certification, equivalent to Bachelor's, etc.): <input type="checkbox"/> _____
9. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required (ex. Valid CA class c driver's license): <input type="checkbox"/> _____

Employee Name:

If you answered yes to any of the questions above, this position shall be deemed a sensitive position which may require additional background components.

Employee Name:

Attachment C

Complete for MPP Positions Only

Mental Effort:

Enter frequency of occurrence for all applicable activities using the following key:

"C" = constantly or 6-8 hours per day		"F" = frequently or 3-6 hours per day	
"O" = occasionally or up to 3 hours per day		"N" = never	
Planning		Performance Evaluations	
C	Forecast	N	Determine Performance Standards
C	Set Program Goals	N	Authorize/Approve Awards
O	Determine Budget Allocations	N	Prepare Performance Evaluations
F	Establish, Implement, Revise Policies	C	Observe/Follow-Up daily
		O	Correct Work/Behavior Problems
Organization		Employee Relations	
C	Describe Relationships Between Functions	N	Initiate Corrective Action
N	Define Department/Divisional Structure	N	Authorize Formal Discipline
C	Establish Priorities to Meet Goals	N	Administer Collective Bargaining Agreements
N	Schedule Work for Employees	N	Prepares/Investigates Grievance Awards and Complaints
F	Implement procedures	N	Formulates/Represents University Position for Formal Grievances/Complaints
F	Determine work methods		
C	Balance multiple tasks/projects		
Direction/Leadership/Supervision		Other	
F	Educate		
O	Delegate		
F	Coordinate		
O	Coach/Train/Develop		
N	Recommend Formal Training		
C	Motivate		
F	Instruct/Demonstrate		
N	Schedule Staff/Readjust Schedule		
Staffing			
N	Define Roles		
N	Give Input to Position Descriptions		
N	Determine Selection Criteria		
N	Recruit/Interview/Select		
N	Orient Staff		