

Employee Name:



MPP / Staff Position Description

HUMAN RESOURCES USE ONLY	
Conflict of Interest (COI) Designated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>MPP Positions Only</u>
Mandated Reporter: <input type="checkbox"/> Limited <input checked="" type="checkbox"/> General <input type="checkbox"/> N/A	MPP Job Code:
Review Date: 10/14/2024	Job Family:
	Job Function:
	Job Category:

Mandated Reporter Per CANRA YES NO

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

Please Note: A current and accurate signed Position Description is required for each MPP / Staff position and must be on file in the Center for Human Resources. After completion, the Position Description should be reviewed, signed and dated by the employee, the supervisor and the Center for Human Resources - Classification and Compensation.

Please check one: New Position Existing Position Update

Date:	10/9/2024
Department & Division:	Residential Education Office, Division of Student Affairs and Campus Diversity
Employee Name <i>(leave blank if vacant):</i>	
Current Classification & Grade:	SSP II/E & Grade 6
FLSA Status: <i>(exempt or non-exempt)</i>	Exempt
Working Title:	Residence Hall Coordinator South Campus Plaza
Position Number & Job Code:	10006784 / 3082
Working Title & Position Number of HEERA Designated Appropriate Administrator:	Associate Director, REO Wellness Initiatives 10009509

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I. FUNCTION OF THE EMPLOYING UNIT:

State the basic purpose of the Department/Unit in one brief paragraph. Include the division's DEI statement here.

The Office of the Vice President for Student Affairs and Campus Diversity is responsible for the coordination and development of student services and building the inclusive excellence of SDSU's staff and faculty at San Diego State University. Departments include, but not limited to, Assistant Deans for Student Affairs; Career Services; Communications Services; Counseling & Psychological Services; Cultural and Identity Centers; Center for Educational Opportunity Programs, Outreach and Success; Financial Aid and Scholarships; Military Veterans Program; New Student and Parent Programs; Office of the Student Ombudsman; Residential Education; Resource Management; Student Ability Success Center; Student Health Services; Student Life and Leadership; Student Rights and Responsibilities; Testing Services Office; Well-being & Health Promotion; and programming related to Inclusive Excellence.

Division of Student Affairs and Campus Diversity

The Division facilitates the academic and career success, personal growth and well-being of all students, and works proactively to address systemic inequities through professional learning, community building, advocacy, policy recommendations and organizational structures. We aim to foster an affirming campus culture based on the core values of excellence, equity, diversity, belonging and inclusion through:

- Recruiting and retaining faculty and staff who are reflective of the diverse student body and communities served by SDSU, and recruiting students who are representative of the rich diversity of the region and the world;
- Fostering an environment that is welcoming, affirming, and empowering for students, faculty, staff and alumni of all backgrounds;
- Enhancing the career and educational pathways of a diverse student body, the faculty and staff, including enhancing the learning environment and expanding learning opportunities for all students inside and outside the classroom, and expanding and connecting opportunities for students to participate in transformational experiences;
- Developing leaders who believe in and lead others toward supporting civility, mutual respect and diversity in our society and workplaces; and
- Cultivating relationships with the local community that advance the well-being of diverse individuals and communities.

Position upholds the Student Affairs and Campus Diversity Statement on Diversity, Equity, and Inclusion, specifically:

“The Division of Student Affairs and Campus Diversity acknowledges and honors the inherent value and dignity of all individuals by creating and nurturing a learning and working environment that affirms and leverages our community’s diversity of traditions, heritages, perspectives, and experiences. We are committed to fostering a culture of inclusive excellence designed to facilitate the personal and professional success, growth, development, and well-being of all members of our community. We manifest this commitment through our innovative, strategic and collaborative efforts to develop leaders who believe in and lead others toward practicing civility, mutual respect, and inclusion in our workplaces and society.”

The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students reports to the Vice President for Student Affairs and Campus Diversity and serves as one of the executive officers in the Division. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is

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responsible for the direction and coordination of department programs/personnel as designated by the Vice President for Student Affairs and Campus Diversity. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students represents the interests of the Division on a day-to-day basis at the sub-Cabinet level and is responsible for the promotion of student development through a program of co-curricular activities and services to students. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is also responsible for the quality of the campus social, cultural and educational environment and the student services that enhance the University's academic programs and the intellectual and personal development of students on the San Diego State University campus.

The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students is responsible for supervising, monitoring and implementing programs and services that have a direct impact on orientation, transition, and student retention. These programs and services are designed to ease the transition to the University, enhance student involvement/participation in university organizations, and promote diversity, equity, and inclusion. The Senior Associate Vice President for Student Affairs and Campus Diversity and Dean of Students promotes student rights and encourages citizenship responsibility among students. They also facilitate the development of orientation, transition and retention initiatives.

The Residential Education Office is designated as the University department responsible for planning and administering Residential Education programs and services including those in traditional residence halls and apartment complexes. The Residential Education Office serves to enhance student life and success through a comprehensive living-learning experience that provides academic and personal support, contact with faculty, educational programs, community activities, student leadership development and multicultural learning opportunities. The department is part of the Vice President for Student Affairs and Campus Diversity/Dean of Students sub-division.

The Residential Education Office strives to provide safe and supportive on campus living learning communities where diverse students are challenged to develop holistically, as scholars, citizens and leaders.

Residential Education staff members are dedicated to providing curricular and cocurricular experiences to develop and enhance residents' academic success, awareness and appreciation of diversity, and civic responsibility.

Residential Education's values are a set of core beliefs that guide our work with students, colleagues, faculty and other constituents. While contributing to the goals of the University and the Division of Student Affairs and Campus Diversity, staff members of the Residential Education Office strive to:

- Achieve excellence in all that we do.
- Address students as unique individuals with multidimensional needs and unlimited potential for personal development.
- Promote integrity, accountability, responsibility, respect and collaboration.
- Promote the connectedness between curricular and co-curricular learning.
- Embrace, celebrate, and educate on issues related to diversity.
- Develop communities that embrace civic responsibility, life-long learning, and healthy lifestyles.
- Maintain balance and perspective, serving as sound role models for others.
- Innovate, evaluate, and refine programs to best meet the needs of the changing student population.

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To accomplish these objectives, Residential Education employs approximately 18 Residence Hall Coordinators, 231 paraprofessional team members, a central office staff of 18 and a variety of student assistants.

II. PURPOSE OF POSITION:

State the basic purpose of the position in one to three specific statements.

The Residence Hall Coordinator (RHC) provides the direction, leadership and management of a student residence hall or apartment complex. The RHC works to establish an atmosphere that is conducive to accomplishing the goals and objectives of Residential Education, the mission of the Division of Student Affairs and Campus Diversity and the mission of the University. Under the general direction of the Associate Directors of Residential Education, the RHC supervises a 24-hour residence hall or apartment complex for 350 to 800 students and a staff of 8 to 22 Resident Advisors or Community Assistants. Work in student counseling and advising, co-curricular education, crisis management, community development, judicial affairs, budget management, and oversight of a multimillion-dollar facility are required. This position requires living in a residence hall/complex in a furnished apartment; meals are provided when dining service is open to residence hall meal plan holders.

III. CHANGES IN RESPONSIBILITIES:

IV. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Indicate the approximate percentage of time spent in each (percentages should not be less than 5%). The percentage must total 100%.

Description of Responsibilities:	(%) Percent of Time
<p>I. Creation of a positive and productive residential community that extends education beyond the walls of the classroom.</p> <p>The Residence Hall Coordinator is responsible for the development of a positive community atmosphere in the hall conducive to student academic and developmental success.</p> <ul style="list-style-type: none">• Encourages student responsibility for individual behavior as well as positive contributions to group behavior within the residence hall community.• Serves as an appropriate role model in-regards to residence hall community standards and guidelines.• Provides co-curricular education, advising paraprofessional staff members on educational programming by serving as an information source, motivator, etc	20%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Ensures utilization of appropriate co-curricular education models, which include required programs concerning issues relevant to a diverse student population.• Facilitates on-going interaction with faculty including the Faculty-in-Residence program, or specific educational programs that feature members of the faculty.• Supervises staff members in meeting program expectations concerning faculty involvement.• Ensures the development and implementation of extensive and individualized academic incentive plans for each student in the residence hall.• Assists in the development and implementation of campus/community wide programs and retention efforts, including, but not limited REO Cares, Aztec Nights, university-sponsored field trips, etc.• May serve as an advisor for ongoing weekend programming groups throughout the fall and spring semesters.• Advises the Hall Council to plan a balanced program of activities and takes responsibility for carrying them out in an appropriate manner.• Actively participates in residence hall functions sponsored by the residence hall/complex, Residence Hall Association and Residential Education Office.• Provides on-site security and supervision for all student activities.• Ensures the participation by all students in development of Community Living Agreements (community standards) by each hall/floor/wing to address the following (but not limited to): the extension of quiet hours, common area noise, academic support, recognition, holidays, support of hall council, floor meetings, behaviors within the community area.• Performs in depth analysis of student and group problems including identification of students with personal, social, academic or disciplinary problem issues and employing appropriate counseling and referral techniques.• Manages a 24-hour customer service desk.• Maintains a 24-hour security watch, including hiring, training and supervision of Security Monitors.• Serves in an on-duty capacity for the entire population of students in Residential Education buildings on a rotational basis with other RHCs. Utilizing crisis management skills, addressing emergencies related to student health and welfare and facilities management in an	

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Description of Responsibilities:	(%) Percent of Time
<p>appropriate manner while employing University Police, fire departments, ambulance services, and crisis counselors, as necessary.</p> <ul style="list-style-type: none"> • Resolves roommate conflicts and other situations by utilizing appropriate mediation/conflict resolution skills. • Encourages, develops, implements and supervises one or more special interest programs in the residence halls, such as special areas dedicated for extended quiet study, substance free environment, or special interest housing areas such as Sophomore Quest, Residential Learning Communities, and others. • Attends meals in the Dining Room on an almost daily basis and ensure appropriate student behavior. 	
<p>II. Staff selection, training, supervision and evaluation Responsibilities.</p> <ul style="list-style-type: none"> • Supervises, evaluates, and provides direction for an effective residence hall staff team including a staff of 10-20 Resident Advisors or Community Assistants and collaborate with 1-2 Faculty-in-Residence in a non-supervisory role. • Participates in student staff recruitment and an extensive multi-day selection process for Resident Advisors and Community Assistants as well as recruitment and selection for Front Desk Security Mangers and Front Desk Managers. • Participates extensively in annual, national, recruitment for Residence Hall Coordinators. This may include attending conferences and interviewing potential staff members, serving as a host for their visit, attending REO interview sessions, RHC informal meetings, candidate open forums/presentations and one or more meals with candidates. • Provides multi-day Assistant Coordinator training, followed by two or more weeks of paraprofessional staff training prior to Fall Semester opening, training for 2-3 days prior to Winter Semester opening, and on-going monthly student staffdevelopment meetings. Participation in training entails conducting appropriate research to present on designated topics which may include, but are not limited todiversity, communication skills, basic counseling and confrontation skills, community development, ethics, programming and publicity, crisis intervention and others. 	15%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> • Provides ongoing training to assist the hall staff as both individuals and a team to develop and build skills necessary to accomplish the goals. • Maintains weekly staff meetings with entire paraprofessional staff in assigned building/complex. • Holds weekly individual supervisory meetings with each paraprofessional and meets on an as-needed basis with the Assistant Coordinator. • Mediates staff conflicts in a positive and productive manner. • Evaluates each staff member on an ongoing basis and through a formal departmental evaluation process. 	
<p>III. Administrative/operational.</p> <ul style="list-style-type: none"> • Facilitates the extensive, varied and complex administrative and operational functions in hall of assignment. • Provides daily office hours through which students may schedule appointments. • Manages, access and appropriately utilizes several computer databases including StarRez, ERezLife, Peoplesoft, etc. • Manages a key system (including master keys) providing access to all rooms in the building/complex. • Maintains security of the building(s) at all times. • Formulates and develops standards and procedures for the building(s). • Manages student check-in/check-out processes. • Secures residence halls/complexes during break times. • Conducts a weekly walkthrough of the building's interior and exterior, including courtyards, common spaces, green space, pool areas and such while noting any problems and conducting follow up as appropriate. • Disseminates important information to residents. • In conjunction with Housing Administration, assists with student room changes. • Oversees the 24-hour desk and security operations. • Manages the payroll for all student positions. • Serves as a liaison to custodial and maintenance staff members. 	15%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none">• Authors and submits the following reports: fire alarm, behavioral incident, facilities, monthly, weekend and end of year summaries.• Serves as a Safety Coordinator for the residence hall community.• Advises the Hall Council with regards to annual budget, ensuring bills are paid in a timely manner and finances are maintained in a responsible manner accountable to all community residents.	
<p>IV. Behavioral control and contract enforcement processes.</p> <ul style="list-style-type: none">• Responsible for behavioral control and contract enforcement processes in the community which are growth producing and encourage individual student responsibility for behavior within the residence hall community.• Serves as a Conduct Coordinator, serving the residential student population.• Supports and supervises residence hall staff in taking appropriate action to address students whose behavior needs to be limited or corrected to meet contract requirements and community living standards.• Authors incident reports as necessary, and reviews and approves all incident reports written by student staff members.• Adjudicates an average of 15 judicial cases/week including investigation, determination of in violation/no violation, sanction, and follow up.• Takes timely, fair, consistent, and appropriate action when student behavior violates guidelines.• Meets with students who are involved in serious or ongoing behavioral incidents as a designated University Judicial Officer.• Advises students to make appropriate and empowering choices that promote retention, deal with peer pressure, conflict management, alcohol and other drugs, interpersonal skills, and community living responsibilities.• Consults and coordinates as necessary with administrators, parents, and university departments, i.e. Student Rights and Responsibilities, Counseling and Psychological Services, and University Police, to make appropriate decisions and promote community safety.• Serves in an on-duty rotation responding to student crisis for the entire population served by Residential Education. This includes responding to critical incidents in the residence halls including alcohol/drug overdose, sexual assault, fire/fire alarms, physical	20%

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Description of Responsibilities:	(%) Percent of Time
<p>violence, suicide, relationship, violence and other mental health issues, and others.</p> <ul style="list-style-type: none"> • Refers students in repeated violation of their contract for consideration to be evicted. • As a component of reviewing contractual violations, and resultant impact upon living community, makes recommendation to central office staff for administrative moves as necessary and appropriate. • Responds immediately to a variety of highly unique, personal and social problems and risk behaviors, by working with parents, university staff and students to resolve problems in a timely and appropriate manner and make referrals as necessary. 	
<p>V. Professional relationships and development.</p> <ul style="list-style-type: none"> • Develops and maintains relationships with faculty, staff, university administration, and representatives from various public agencies and professional organizations. • Develops and maintains positive working relationships with faculty, staff, and administrators at San Diego State University in order to utilize the full potential of the resources available on campus. This includes on-going interaction with University Police, the Center for Student Rights and Responsibilities, Dining Services, Associated Students, Counseling and Psychological Services, Student Life and Leadership and other university departments as necessary. • Leads or serves on selected department and university committees. • Holds bi-weekly meetings with the Faculty-in-Residence to discuss student needs and develops plans/programs to meet needs. • May serve on approved committees or as an officer of regional, national and international student affairs and housing officer's professional organizations as approved by supervisor. • Attends workshops and retreats in order to develop new skills and experience and keep abreast of current research in college administration. • Presents workshops or sessions in areas related to university student personnel. 	10%
<p>VI. Duties unique to the position.</p> <ul style="list-style-type: none"> • Participates as appropriate and as assigned in various Residential Education Office programs and carries out other departmental duties specific to the position. 	15%

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Description of Responsibilities:	(%) Percent of Time
<ul style="list-style-type: none"> • Participates in approximately three weeks of Residence Hall Coordinator Training in July and August. • Chairs or participates, under the direction of the Assistant or Associate Director of Residential Education, in responsibilities which may include, but are not limited to: • Team/Committee assignments such as staff recruitment, selection and training, programming committees, and coordinating research and assessment projects. • Student Government Advising. • Participates on screening committees for departmental positions. • Keeps accurate files and records, as to all functions in area of responsibility, i.e., judicial, selection procedures, training and development programs, organization constitutions and bylaws, and such. • Attends regular departmental meetings as appropriate. • Serves as an essential employee in response to emergencies, which may include, but are not limited to: local, national or regional occurrences, natural disasters such as fires, earthquakes, floods and other situations. • May assist with instruction of GENS100. • Coordinates “over the break” housing for students remaining in the halls when assigned to an area offering “over the break” housing. 	
<p>VII. Other duties as assigned.</p> <ul style="list-style-type: none"> • Completes other miscellaneous duties as assigned by the Executive Director, Director, and/or Associate Director of Residential Education. 	5%
<p>Total =100%</p>	100%

V. LEAD WORK DIRECTION OVER OTHERS:

List of individuals the incumbent supervises/leads. Indicate the type of supervision, whether direct (directly supervises the position and conducts performance evaluation) or general (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or General)
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Student Assistant		
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VI. POSITION REQUIREMENTS:

A. List education and years of experience required that are based on the classification standards.

Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

B. Skills, knowledge, and abilities required for this position that are based on the classification standards

- Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management. General knowledge of research and interview techniques; and of the principles of individual and group behavior.
- Ability to interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multisexed and multi-aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and, rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned.
- Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.
- Possession of these knowledge and abilities typically is demonstrated through the Experience requirements below.

C. Specialized skills required for this position

D. License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

N/A

VII. PREFERRED QUALIFICATIONS:

Preferred Education:

Completed Master's degree in Higher Education, Student Services, Counseling or a related field very strongly preferred.

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Preferred Experience:

- Three years of residence hall experience beyond the Resident Advisor
- Presentation and program planning skills
- Learning community experience
- Experience as a student conduct officer
- Crisis intervention including serving in an on-call duty rotation for campus
- Student staff supervision

Machines, tools, equipment, software, and motor vehicles used in the performance of duties:
MAC Computers, MS Office-Word, Excel, and Power Point

VIII. SIGNATURES:

The signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to the position. (Limited to 3 Signers as listed below)

Incumbent's Signature/Acknowledgment

Date



[Kevin Melara \(Oct 14, 2024 16:56 PDT\)](#)

Oct 14, 2024

Appropriate Administrator Signature

Date



[Glenn Perez \(Oct 15, 2024 14:04 PDT\)](#)

Oct 15, 2024

Classification & Compensation Services

Date



Resource Management /Acknowledgment

Oct 15, 2024

Date

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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 the codes below for each of the items which most accurately describe 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	
F	Bending (neck)	C	Reading & Comprehending
O	Bending (waist)	C	Writing
O	Climbing	O	Performing Calculations
N	Crawling	C	Communicating Orally
O	Kneeling	C	Reasoning & Analyzing
O	Pushing/Pulling	C	Decision Making
F	Sitting	C	Directing/Coordinating Others:
O	Squatting		Other:
O	Standing	Environmental Working Conditions	
N	Twisting (neck)	O	Exposure to variations in temperature/humidity
N	Twisting (waist)	N	Exposure to chemicals, gases, dust or fumes
O	Walking	N	Operates machinery or drives motorized equipment
O	Handling Objects	O	Exposure to bio-hazards
O	Manual dexterity	C	Working in normal office environment
O	Reach above/below shoulder	O	Working outside with various weather conditions
O	Using foot controls	O	Uses specialized equipment

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	Other:	C	Other: Live in on-campus apartment located in a suite, semi-suite, traditional or apartment style residential community
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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](#).

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	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 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	Access to Level Protected Level 1 Data: (i.e., Passwords, DOB, Credit Card Numbers, SSN's, Medical Data, Law Enforcement Records, etc.) - Link to or incorporate ICSUAM pages.
3. Does this position have access to student records?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FERPA (Access to student education records)
4. Is the position responding for recording/reporting Clery Data?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Clery Act Basics
5. Does the position have access to protected health information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIPAA
6. Will this position be an active/participating member of the SDSU Emergency Operations Team?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	EOC Member
7. 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. CA Defensive Driver
8. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 1
9. Does the position influence or make decisions regarding the purchase of goods, service or construction work? Note: Having a procurement card is not qualifying if the individual is limited to making directed and supervised purchases from established vendors.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 2

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10. Does the position influence or make decisions regarding the investment of SDSU/CSU funds.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 5
11. Does the position influence or make decisions regarding the sale of campus goods, services, products, or commodities (including agricultural commodities), which are sold by the campus?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	COI CAT 6

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Attachment C

Complete for **MPP Positions Only**

Mental Effort:

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

1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs

<u>Planning</u>		<u>Staffing</u>	
	Forecast		Define Roles
	Set Program Goals		Give Input to Position Descriptions
	Determine Budget Allocations		Determine Selection Criteria
	Establish, Implement, Revise Policies		Recruit/Interview/Select
			Orient Staff
<u>Organization</u>		<u>Employee Relations</u>	
	Describe Relationships Between Functions		Initiate Corrective Action
	Define Department/Divisional Structure		Authorize Formal Discipline
	Establish Priorities to Meet Goals		Administer Collective Bargaining Agreements
	Schedule Work for Employees		Prepares/Investigates Grievance Awards and Complaints
	Implement procedures		Formulates/Represents University Position for Formal Grievances/Complaints
	Determine work methods		
	Balance multiple tasks/projects		
<u>Direction/Leadership/Supervision</u>		<u>Performance Evaluations</u>	
	Educate		Determine Performance Standards
	Delegate		Authorize/Approve Awards
	Coordinate		Prepare Performance Evaluations
	Coach/Train/Develop		Observe/Follow-Up on a Daily Basis
	Recommend Formal Training		Correct Work/Behavior Problems
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<u>Organization</u>		<u>Other</u>	
	Describe Relationships Between Functions		
	Define Department/Divisional Structure		
	Establish Priorities to Meet Goals		
	Schedule Work for Employees		
	Establish deadlines		
	Implement procedures		
	Determine work methods		
	Balance multiple tasks/projects		

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Attachment D

Department Organization Chart

Instruction: Please insert an image of your department's organization chart and highlight where this Position Description falls within the chart.

