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|  | Date Revised: 6/11/24 |
| STAFF Position Description |

**Instructions:** C*omplete 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, 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 [x]  Fill a Vacant position *(Must initiate through online recruitment)*
[ ]  Initiate a Classification Review for a filled position

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| **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**

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| **Name of current incumbent:** *(if filled)*  | **Employee ID #:**  |
|  *Or if vacant*, *name of previous incumbent*: Joshua Phillips |
| **Classification Title:** Warehouse Worker  | **Job Code:** 1508  | **Grade:** 1 | **Position #:** 99740295 |
| **Working Title:** *(optional*)Temporary Warehouse Worker | [**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:** 10031 | **Department Name:** Postal and Delivery Services  | **Time Base:** 1 |
| **Lead** *(Staff lead, if applicable)***Name:** Alfredo Mira | **Classification Title:** Mail Services Supervisor I | **Working Title:**Mail Services Supervisor |
| **MPP Administrator/Department Chair** *(Reports To)***Name:** Miklos Horvath | **Working Title:**Assistant Director, Logistical Services |

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

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| **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.*

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| Under general supervision, this position performs work involving the receipt, checking, storage, inventory, issue, and pickup/delivery of materials, equipment, and supplies; this position moves materials using powered or non-powered material handling equipment and delivery trucks; prepares and/or handles forms and documentation associated with receipt and delivery of goods. In addition, this position performs duties that involve receiving, sorting and distribution/delivering campus mail, United States mail, and informational fliers; posting outgoing U. S. mail and processes priority, express overnight, international and bulk rate mail. This position works as a team member following routes and schedules providing delivery services to the Campus community |

**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%)**  |
| Unload & Unpack Goods Shipments & Materials* Receives incoming truck and parcel goods shipments utilizing a wide variety of powered and nonpowered materials handling equipment; load and unload trucks or other common carriers and transport goods to specified areas utilizing powered and nonpowered materials handling equipment, trucks, vans, carts, and forklifts.
* Unloads and/or unpacks a wide variety of incoming material including office supplies, furniture, biological products, agricultural supplies, building materials, and industrial and mechanical equipment and employs special handling techniques when required for transport of fragile, toxic, flammable, radioactive, or short shelf-life goods. Performs intercampus moves and processes surplus equipment and materials for disposal.
 | 40 | [x]  |
| **Receive, Check & Distribute Mail And Material*** Receives/processes and distributes incoming mail and parcel items; picks up outgoing mail, campus mail and flier from various University departments; meters/prepares mail and parcels for delivery to the U.S. Post Office or pick up by vendors; responds to inquiries on postal fees and regulations and express shipments; track incoming accountable mail and parcel items; prepare small freight items for shipment.
* Checks incoming material against packing slips or bills of lading to verify correctness, condition, and quantity of items received and correcting any problems which arise by communicating with vendors and end users. Prepares items for delivery by palletizing, banding, labeling, or assembling with hand tools; stocking and restocking of shelves, bins or other storage facilities; taking physical inventories and keeping perpetual inventory records of quantities of stock on hand; and maintenance of the warehouse and storage area.
 | 40 | [x]  |
| **Register Receipts In The System & Follow Policies/Procedures** * Enters receipts into the University’s computerized materials system as well as working the department’s computerized manifesting system and keeping up to date hard copy files of all Purchase Order Receipts.
* Follows standard safety regulations and University policy/procedures and attends regular safety meetings. This position is trained and utilizes the PeopleSoft system and PC software applications for related data input.
 | 15 | [x]  |
| 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.*

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| **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]  | [ ]  | [ ]  |  |  |  |  |  |

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| **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.* |
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**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type**  | **Purpose and Desired Results**  |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| Desktop PC/ Microsoft Office Suite | Perform basic office documentation |
| CMMS | Work order management/Labor entry |
| Trackpad | Parcel tracking  |
| Mail Metering Software | Outbound USPS processing |
| Carts/Vans/Trucks/Forklifts | Mail & Parcel movement |
| Powered and non-powered materials handling equipment | Mail & Parcel movement |

**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*](https://www.calstate.edu/hrpims/pims/Appendix/professional_license_table.htm)*, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **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]  | [ ]  | [ ]  |
| Valid California Driver’s License | [x]  | [ ]  | [ ]  |
| Forklift Certification | [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.* |
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**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.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
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**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*)

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| **Employee:**  | **Signature:**  | **Date:**  | **Extension:**  |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) |
| **Non-MPP Lead:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **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:**  |