

Chief of Staff (Administrator III)

PD No.:PD-7979

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

<b>Type of Action Requested:*</b>	New (Create a new Position Description)
<b>Internal Team:*</b>	FL-Talent Acquisition and Recruit - 10396
<b>Job Code/Employee Classification:*</b>	Administrator III <u>Job Code: 3306</u>
<b>Classification Title:</b>	Administrator III
<b>MPP Job Code:</b>	A08B
<b>Position Number:</b>	Interim Chief of Staff and AVP for Government and Community Relations <u>Position no: FL-10004619</u>
<b>CSU Working Title:*</b>	Chief of Staff (Administrator III)
<b>Salary Range/Grade:</b>	3306-RANGE A-Grade-1 Minimum: \$ 6,563.00 Maximum: \$ 21,066.00 Pay Frequency:
<b>Reports to Supervisor:</b>	Ronald S. Rochon
<b>Reports To:*</b>	President <u>Position no: FL-10006294</u>
<b>Campus:*</b>	Fullerton
<b>Division:*</b>	President's Office
<b>College/Program:*</b>	President's Office
<b>Department:*</b>	President's Office - 10189
<b>FLSA Status:</b>	Exempt
<b>Hiring Type:</b>	At-will
<b>Workplace Type (Exclude Inst Fac):</b>	On-site (work in-person at business location)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	

## POSITION DESIGNATION

<b>Mandated Reporter:*</b>	Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
<b>Conflict of Interest:*</b>	A "designated position" in the CSU's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	Yes
<b>Authority to commit financial resources:</b>	Yes
<b>Access/control over cash cards and expenditure:</b>	Yes

- Access/possession of master/sub-master keys:** Yes
- Access to controlled or hazardous substances:** No
- Access/responsibility to personal info:** Yes
- Control over Campus business processes:** Yes
- Responsibilities requiring license or other:** No
- Responsibility for use of commercial equipment:** No
- Is this a Campus Security Authority (CSA):**  Yes  No
- Serves a security function:** No
- Designated recipient for crime/misconduct reports:** No
- Significant responsibility for Student Activities:** No
- Significant responsibility for Campus Activities:** Yes

**Job Summary/Basic Function:\***

The Chief of Staff provides high-level strategic support to the President. This includes serving as a principal advisor on policy development and strategies to accomplish the priorities, goals, and objectives of the CSU, University, and President. The Chief of Staff serves as a key member of the President's leadership team, providing insight and support and collaborating with division leadership to identify and shape strategic priorities. The Chief of Staff monitors and ensures effective resolution of projects and ensures that the President is optimally prepared and briefed on current and emerging matters at the University. The Chief of Staff works in close collaboration with division leaders and represents the President to internal and external constituencies. The Chief of Staff contributes to operational efficiency, quality customer service, and effectiveness within the Office of the President. The role requires a proactive, strategic thinker with an eye toward excellence and a high standard of ethics, discretion, and confidentiality in dealing with internal and external constituencies and stakeholders. Other duties as assigned.

**Minimum Qualifications:\***

- Bachelor's degree from an accredited four-year college or university.
- A minimum of seven years of high-level project or program management experience with demonstrated progressive growth in responsibilities.
- A minimum of five years of progressively responsible experience working for a high-level executive or administrator in a complex work environment.
- Experience working in a higher education environment.
- Strong project management experience to include developing or managing projects and initiatives.
- Excellent organizational skills and demonstrated ability to plan, organize, coordinate, and direct multiple projects and activities with competing deadlines, and to set and manage timelines and priorities.
- Strong problem-solving and conflict resolution skills, including the ability to manage complex assignments and/or those that require balancing interests that may be at variance with each other.

**Required Qualifications:****Preferred Qualifications:****Special Conditions:****License / Certification:****Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

- Speech Writer (Administrator II)
- Financial Manager (Administrator II)
- Presidential Assistant (Administrator I)
- University House Manager and Events Coordinator (Administrator I)
- Confidential Office Support II
- Confidential Administrative Support II

## Job Duties

---

### JOB DUTIES

---

% of time	Duties / Responsibilities	Essential / Marginal
50%	Principal Strategic Advisor and Support to the President <ul style="list-style-type: none"> <li>• Serves as principal advisor to the President on matters essential to the campus and to the strategic priorities of the CSU.</li> <li>• Supports the President by strategically managing projects. Leads and executes project in collaboration with other University leadership.</li> <li>• Facilitates the ability of the President to manage executive functions by advising, providing context and background information on issues, and ensuring execution of initiatives and projects.</li> <li>• Researches, analyzes, and interprets information, issues, and proposals for the President. Ensures proposals align with University goals, communicates directives to staff and management on behalf of the President, and ensures effective follow-through on applicable action items.</li> <li>• Manages and coordinates special projects/initiatives as needed, including research, evaluation, analysis, and written or oral reports with recommendations for action that have internal, University, or systemwide implications.</li> <li>• Serves in a highly visible capacity presenting and/or facilitating conferences and various meetings with senior leaders and external partners.</li> </ul>	Essential
45%	Campus, Legislative, and Community Relations <ul style="list-style-type: none"> <li>• Serves as the President's designee at University meetings, commissions, and advisory councils.</li> <li>• Identifies and alerts the President to potential problems and difficulties with policies, procedures, and/or individuals.</li> <li>• Serves as the President's liaison with members of the State Legislature and other political bodies.</li> <li>• Maintains communication with the Office of the Chancellor to monitor legislation that is likely to exert potential impact on the mission of the University.</li> <li>• Represents the President at various local, regional, and state functions and meetings.</li> <li>• Develops agendas for meetings involving the President and community organizations, business groups and other special audiences and publics of the University.</li> </ul>	Essential
5%	Other Duties as Assigned	Essential

## SELECTION CRITERIA

---

**i** There are no items to show

### Physical Mental and Environmental Demands

#### **\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions**

**\*\***

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

### Physical and Mental Requirements

---

<b>Bending:</b>	Occasionally - Essential
<b>Climbing:</b>	Occasionally - Essential
<b>Concentrating:</b>	Constantly - Essential
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Frequently - Essential
<b>Keyboarding and Mousing:</b>	Constantly - Essential
<b>Lifting or Carrying up to 10 lbs.:</b>	Frequently
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Never
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Constantly - Essential
<b>Pushing or Pulling:</b>	Frequently - Essential
<b>Reaching Overhead:</b>	Occasionally - Essential
<b>Repetitive Motion of Upper Extremities:</b>	Occasionally
<b>Sitting:</b>	Constantly - Essential
<b>Standing:</b>	Constantly - Frequently
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Constantly - Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

#### **Other Physical & Mental Requirement No. 1**

**Description:**

**Other Physical and Mental Req No.1 Frequency:**

#### **Other Physical & Mental Requirement No. 2**

**Description:**

**Other Physical and Mental Req No.2 Frequency:**

#### **Other Physical & Mental Requirement No. 3**

**Description:**

**Other Physical and Mental Req No.3 Frequency:**

**Other Physical & Mental Requirements:**

### Environmental Requirements

---

<b>Drive motorized equipment:</b>	Never
<b>Excessive Noise:</b>	Never
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Constantly
<b>Elevated Work:</b>	Never

**Extreme Temperature (hot or cold):** Occasionally  
**Indoor (Typical office environment):** Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1 Description:**  
**Other Environmental Req No.1 Frequency:**  
**Other Environmental Requirement No. 2 Description:**  
**Other Environmental Req No.2 Frequency:**  
**Other Environmental Requirement No. 3 Description:**  
**Other Environmental Req No.3 Frequency:**  
**Other Environmental Requirements:**

## POSTING DETAILS

**Advertising Summary:** TBD  
**Advertisement text:**

## USERS AND APPROVALS

**Justification for Position:**

**Hiring Administrator:\*** Chris Schloffer  
Email address: [cschloffer@fullerton.edu](mailto:cschloffer@fullerton.edu)

**Approval process:\*** FL - PD Approval (HRDI Only)

1. HR Classifier:	Jaime Yarnell <span style="color: green;">✔</span> Approved Aug 28, 2024
2. Position Management:	FL-HRDI PM <span style="color: green;">✔</span> Approved Aug 29, 2024

**HR/Faculty Affairs Representative:\*** Chris Schloffer  
Email address: [cschloffer@fullerton.edu](mailto:cschloffer@fullerton.edu)