

MPP / Staff Position Description

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| **HUMAN RESOURCES USE ONLY** | |
| **Conflict of Interest (COI) Designated:**  Yes  No  **Mandated Reporter:**  Limited  General  N/A  **Review Date:** | ***MPP Positions Only***  **MPP Job Code:**  **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.

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| **Please check one:** | New Position | Existing Position Update |

|  |  |
| --- | --- |
| **Date:** |  |
| **Department & Division:** | University Police Department, Business & Financial Affairs |
| **Employee Name**  *(leave blank if vacant)***:** |  |
| **Current Classification & Grade:** | Police Officer Cadet-Nonrepresented, Grade: 0 |
| **FLSA Status:**  *(exempt or non-exempt)* | Non-exempt |
| **Working Title:** | Police Officer Cadet |
| **Position Number & Job Code:** | Position Number: xxxxxxxx, Job Code: 8346 |
| **Working Title & Position Number of HEERA Designated Appropriate Administrator:** | 10001641, Lieutenant (Administrator II) |

**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.*

Safety and security is coordinated by University Police, through a force of 40 sworn police officers and 57 non-sworn support employees. Our police officers are graduates of a California Peace Officers Standards Training Academy with full arrest powers throughout the state. They undergo continued training to upgrade their skills as well as first aid and CPR requirements.

University Police officers are armed. They conduct foot, vehicular and bicycle patrols on campus and in the adjacent community 24 hours a day, year-round. Officers are responsible for reporting and investigating crimes and traffic accidents, enforcing state laws and local ordinances, responding to medical emergencies and all other incidents requiring police assistance.

The Division of Business and Financial Affairs (BFA) celebrates diverse backgrounds and perspectives. We understand representation is essential to our success, which is why we strive to recruit and retain highly-skilled, compassionate leaders. By prioritizing listening and learning, engaging in critical conversations, and thoughtfully considering the needs of our different populations, we are creating a culture of belonging. As a division, we aim to offer opportunities for advancement and foster an inclusive environment so all are valued and empowered to thrive.

**II. PURPOSE OF POSITION**:

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

The Cadet is a non-sworn officer in a trainee capacity. Incumbents attend a Peace Officer Standards and Training (P.O.S.T.) certified academy to develop the minimum qualifications necessary to assume a position as a sworn police officer. Upon successful completion of the required P.O.S.T. training within the required timeframe and the discretion of management, the Police Officer Cadet will be appointed to the classification of Police Officer on a probationary basis.

The primary responsibility of the Cadet is to attend the prescribed training sessions to learn the principles, practices and theory of criminal and civil law enforcement, as well as codified and case law. The cadet also receives training in report writing, physical fitness techniques, firearms use and maintenance, arrest and control techniques, de-escalation techniques, community policing strategies, as well as other law enforcement related skills. Under close supervision, the Cadet may assist other police officers in the performance of their duties.

Appointments to this classification are temporary in nature and typically do not exceed seven (7) months.

**III. CHANGES IN RESPONSIBILITIES:**

* n/a

**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** |
| --- | --- |
| Under close supervision, attends P.O.S.T. certified police academy to learn the principles, practices and theory of criminal and civil law enforcement and codified and case law. The incumbent also receives training in report writing, physical fitness techniques, firearms use and maintenance, and arrest and control techniques. | 50% |
| Upon successful completion of the required P.O.S.T. academy training as outlined above, incumbent may be appointed as a Police Officer with the following responsibilities: the incumbent works assigned shifts on a three-month rotation (or as needed) under the supervision of a patrol sergeant and enforces state, local and University laws and applicable traffic regulations. The incumbent patrols the campus on foot or in police vehicle to protect University personnel and property against accidents, thefts, assault, and other crime related problems; conducts fields interrogations; investigates accidents (personal injury and vehicle); prepares all appropriate reports; maintains orderly control of large crowds; responds to fire, intrusion, hold-up, heat sensing and other alarms connected to the University Police Department; directs traffic in emergencies on roadways and administers first-aid as may be required. The incumbent makes periodic inspections of buildings for security purposes, fire and safety hazards; assists Student Health Services with transportation of injured and sick personnel as requested and provides general information and assistance to the public. | 50% |
| **Total**  **=100%** | 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).*

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| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction**  **(Direct or General)** |
| n/a |  |  |

**VI.** **POSITION REQUIREMENTS**:

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

* High school diploma or equivalent and eligibility to attend a certified P.O.S.T. basic training academy.

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

* Ability to qualify for and satisfactorily meet the ongoing standards of the basic P.O.S.T. academy training.
* Mental capacity, physical agility and learning potential to perform all aspects of P.O.S.T. training and police work.

*C. Specialized skills required for this position*

* United States citizen or permanent resident alien who is eligible and has applied for U.S. citizenship prior to application for employment.
* Must be 21 years by graduation of the POST Academy; there is no maximum age limit.

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

* Valid California Class C (Class 3) driver's license.

**VII.** **PREFERRED QUALIFICATIONS**:

* n/a

**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)*

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| --- | --- | --- |
|  |  |  |
| Incumbent’s Signature/Acknowledgment |  | Date |
|  | | |
|  |  |  |
| Appropriate Administrator Signature |  | Date |
|  | | |
|  |  |  |
| Classification & Compensation Services |  | Date |

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

# 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*](https://sdsuedu.sharepoint.com/sites/BFA/HR/employment/Pages/CSU-Background-Check-Policy.aspx).

|  |  |  |
| --- | --- | --- |
| *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? | Yes  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). |
| 1. 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? | Yes  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. |
| 1. Does this position have access to student records? | Yes  No | FERPA (Access to student education records) |
| 1. Is the position responding for recording/reporting Clery Data? | Yes  No | Clery Act Basics |
| 1. Does the position have access to protected health information? | Yes  No | HIPAA |
| 1. Will this position be an active/participating member of the SDSU Emergency Operations Team? | Yes  No | EOC Member |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required. CA Defensive Driver |
| 1. Does the position influence or make decisions regarding real property, real property acquisitions and/or leaseholds, land use and/or development? | Yes  No | COI CAT 1 |
| 1. 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.** | Yes  No | COI CAT 2 |
| 1. Does the position influence or make decisions regarding the investment of **SDSU/CSU** funds. | Yes  No | COI CAT 5 |
| 1. 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? | Yes  No | COI CAT 6 |

# 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planning** | | **Staffing** | |
|  | 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 |
| **Organization** | | **Employee Relations** | |
|  | 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 |  |  |
| **Direction/Leadership/Supervision** | | **Performance Evaluations** | |
|  | 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 |  |  |
| **Organization** | | **Other** | |
|  | 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 |  |  |

# 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.