
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

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* FL-Student Health and Counseling - 10216

Job Code/Employee Classification:* Athletic Trainer II 12 Mo
Job Code: 8185

Classification Title: Athletic Trainer II 12 Mo

MPP Job Code: NA

Position Number: Athletic Trainer II 12 Mo
Position no: FL-00023838

CSU Working Title:* Athletic Trainer II

Salary Range/Grade: 8185-RANGE A-Grade-1
Minimum: \$ 4,584.00
Maximum: \$ 8,884.00
Pay Frequency:

Reports to Supervisor: Mary Becerra

Reports To:* Director, Student Health Services
Position no: FL-00023312

Campus:* Fullerton

Division:* VP, Student Affairs Office

College/Program:* Student Retention

Department:* Student Health and Counseling - 10216

FLSA Status: Exempt

Hiring Type: Probationary

Workplace Type (Exclude Inst Fac):

Pay Plan: 12 Months

Pay Plan Months Off: NA

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general 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.

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: Yes

Authority to commit financial resources: No

Access/control over cash cards and expenditure: No

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: No

Responsibilities requiring license or other: Yes

Responsibility for use of commercial equipment: Yes

Is this a Campus Security Authority (CSA): Yes No

Serves a security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Job Summary/Basic Function:*

Under general supervision of the Physician, the Athletic Trainer II is responsible for evaluating patient's needs, developing appropriate short- and long-term treatment goals, providing rehabilitative training and therapeutic modalities for injured students.

Documents treatment information in patient's medical records and consults with Student Health and Counseling Center providers and orthopedic specialist regarding issues pertaining to treatment of orthopedic and sport injuries.

In consultation with the Head Athletic Trainer or Lead Athletic Trainer, provides progress notes to providers regarding patient rehabilitation treatments. Provides splinting, taping, and crutch training as directed.

Designs general injury prevention fitness programs for students to use at exercise facilities on campus and in the local area.

Performs administrative duties including scheduling, answering telephone inquiries, and preparing educational materials.

In addition, assisting in the formulation of educational programs regarding musculo-skeletal injuries, assisting with the orthopedic consultant in the orthopedic clinic, and performing other duties as directed.

In the absence of the Head Athletic Trainer or Lead Athletic Trainer, this position is responsible for all coordination/direction of the sports rehabilitation services.

Other duties as assigned

Minimum Qualifications:*

Bachelor's degree from an accredited four-year college or university in Athletic Training, Physical Education, Kinesiology or a related field of study or a combination of education and experience which provides the required knowledge and abilities. Two years of experience as a certified Athletic Trainer in a high school or college environment. General knowledge of the principles and practices of athletic training including conditioning, injury prevention, injury assessment, and rehabilitation. Knowledge of the full range of therapeutic modalities and their practical use and physiological basis, as well as other therapeutic preventions and treatments such as taping, bracing, and massage. Ability to effectively use rehabilitation and exercise equipment, Ability to follow the rules, regulations, and guidelines established by the campuses' governing national collegiate athletic associations pertaining to student athletes, their training, sports medicine care, and health and safety. Knowledge of Occupational Health and Safety Administration (OSHA) standards for handling blood borne pathogens. Knowledge of the requirements for maintaining medical records, including Health Insurance Portability and Accountability Act (HIPAA) standards and following insurance procedures. Ability to effectively assess and evaluate injuries and their severity, develop conditioning and rehabilitation programs, and manage and treat injuries. Ability to use the full range of appropriate therapeutic modalities and treatments and rehabilitation and exercise equipment to treat and prevent injuries. Ability to determine the appropriate referrals for athletes to other health care professionals. Ability to recognize life threatening situations and administer the appropriate emergency aid. Ability to use a computer to perform medical, insurance, and other recordkeeping functions. Ability to work in an environment with competing priorities. Possession of strong interpersonal and communications skills to develop effective working relationships with athletes. Ability to demonstrate full-to-advanced proficiency in the skills and abilities of the Athletic Trainer. Demonstrated leadership, organizational, and administrative skills involved in coordinating an athletic training and sports medicine program.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Required Qualifications:

Entry to this classification requires comprehensive knowledge of the Athletic Trainer I. Ability to demonstrate full-to-advanced proficiency in the skills and abilities of the Athletic Trainer I; demonstrate the leadership, organizational, and administrative skills involved in coordinating an athletic training and sports medicine program. General knowledge of the principles and practices of athletic training including conditioning, injury prevention, injury assessment and rehabilitation; full range of therapeutic modalities and their practical use and physiological basis; other therapeutic preventions and treatments such as taping, bracing, and massage; effective use of rehabilitation and exercise equipment; rules, regulations, and guidelines established by the campuses' governing national collegiate athletic associations (e.g., National Collegiate Athletics Association or National Association of Intercollegiate Athletics) pertaining to student athletes, their training, sports medicine care, and health and safety; Occupational Health and Safety Administration (OSHA) standards for handling blood borne pathogens; maintaining medical records, including Health Insurance Portability and Accountability Act (HIPAA) standards; and following insurance procedures.

Preferred Qualifications:

Movement performance assessment, joint mobilization, PNF and ACL return to sport program experience

Special Conditions:

License / Certification:

Possess and maintain NATA Board of Certification (BOC) for Athletic Trainer. Possession of a valid CPR certificate

Supervises Employees:*

Yes No


If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
65	Evaluates and assesses patients presenting with orthopedic and/or sports injury conditions. Provides individualized exercise programs and therapeutic modalities for students presenting with orthopedic or sports injury conditions. Documents treatment information in patient's medical records. Consults with SHCC providers and orthopedic specialist regarding issues pertaining to treatment of orthopedic and sport injuries. In consultation with the Physical Therapist II, provides progress notes to providers regarding patient rehabilitation treatments. Provides splinting, taping, and crutch training as directed. Designs general injury prevention fitness programs for students to use at exercise facilities on campus and in the local area.	Essential
20	In the absence of the Head Athletic Trainer or Lead Athletic Trainer, this position is responsible for the supervision of student athletic trainers. Consults directly with athletic training staff regarding issues of sports injury	Essential
10	Answers telephones and schedules appointments for patients. Prepare, for printing, educational materials regarding injury prevention, proper choice of athletic footwear, early care of injuries, and other related topics. Prepare and secure medical records, clean equipment and maintain linen supplies. Assist with maintenance of rehabilitation equipment. Assist Orthopedic Specialist with the Orthopedic Clinic.	Essential
5	Other duties as assigned	Essential

SELECTION CRITERIA

 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

Bending:	Constantly - Essential
Climbing:	Frequently
Concentrating:	Constantly - Essential
Crawling:	Frequently
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Frequently
Lifting or Carrying up to 10 lbs.:	Constantly - Essential
Lifting or Carrying up to 25 lbs.:	Constantly
Lifting or Carrying up to 50 lbs.:	Frequently - Essential
Lifting or Carrying over 50 lbs.:	Occasionally - Essential
Performing Calculations:	Constantly
Pushing or Pulling:	Frequently - Essential
Reaching Overhead:	Frequently - Essential
Repetitive Motion of Upper Extremities:	Frequently - Essential
Sitting:	Frequently - Essential
Standing:	Frequently - Essential
Stooping Kneeling or Squatting:	Frequently - Essential
Walking:	Frequently - Essential

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

Drive motorized equipment:	Occasionally
Excessive Noise:	Occasionally - Essential
Hazards:	Occasionally - Essential
Outdoor:	Occasionally - Essential
Elevated Work:	Occasionally - Essential
Extreme Temperature (hot or cold):	Occasionally - Essential
Indoor (Typical office environment):	Occasionally - 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:

TBD

USERS AND APPROVALS

Justification for Position: Replacement for Carreiro, Cathy, Retired

Hiring Administrator:* Mary Becerra
Email address: mbecerra@fullerton.edu

Approval process:* FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Mary Becerra ✓ Approved May 15, 2023
2. HR Classifier:	Tammy Dietzel ✓ Approved May 26, 2023
3. Appropriate Administrator/Dean:	Vincent Vigil ✓ Approved May 26, 2023
4. Position Management:	FL-HRDI PM ✓ Approved May 26, 2023

HR/Faculty Affairs Representative:* FL-HRDI Classifier
Email address: hrrecruitment@fullerton.edu