

## Department of Human Resources

### Staff / MPP Position Description

<b>HR USE ONLY</b>	
<b>Conflict of Interest (COI) Designated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Mandated Reporter:</b> <input type="checkbox"/> Limited <input type="checkbox"/> General <input type="checkbox"/> N/A	<b>HR Reviewed By &amp; Date:</b>

#### Conflict of Interest Per Political Reform Act of 1974

If the person holding this position is considered a 'Conflict of Interest Designate', under the Political Reform Act of 1974. They are required to comply with the requirements set forth in Conflict-of-Interest codes as a condition of employment.

#### Mandated Reporter Per CANRA

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

#### SECTION I. POSITION INFORMATION

<b>Reason for Position Description (Please check all that apply):</b>	<input type="checkbox"/> Classification Review <input checked="" type="checkbox"/> Update Position Description <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Existing Position <input type="checkbox"/> Temporary Reassignment <input type="checkbox"/> Permanent Reassignment <input checked="" type="checkbox"/> Recruitment
<b>This position description is being submitted by:</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Supervisor/Lead <input checked="" type="checkbox"/> Dean/Chief Administrator
<b>Effective Date:</b>	
<b>Division:</b>	Enrollment Management & Student Success
<b>Department:</b>	CenterArts D40079
<b>Employee Name:</b>	
<b>Humboldt Employee ID:</b>	
<b>Current Classification:</b>	AA/S-IE, 12 mo.
<b>Position Number:</b>	HM-00023489
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Exempt (not overtime eligible) <input type="checkbox"/> Non-exempt (overtime eligible)
<b>Working Title:</b>	SAC Operations Coordinator
<b>Time Base:</b>	1.0 FTE

Employee Name:

**SECTION II. PURPOSE OF POSITION**

<p><b>State the basic purpose of the position in one or two specific statements.</b></p>	<p>Under general supervision of the Gutswurrak Student Activities Center (SAC) Associate Director, the SAC Operations Coordinator oversees overall technical support of SAC and Cal Poly Humboldt Presents operations, including providing on-site lead direction and training to intermittent hourly and student assistant staff for sound and lighting functions, facility set-up and reset coordination, and other event production requirements. The SAC Operations Coordinator will serve as the primary professional staff contact for student union technical and facility operations, including frequent weekends and nights. Through a variety of interactions with a broad range of the public including students, staff, faculty, and community members, the SAC Operations Coordinator ensures that the highest level of customer service is maintained and that student union facility and event operations are carried out in accordance with established policies and procedures.</p>
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**SECTION III. MAJOR RESPONSIBILITIES**

List the major responsibilities/functions of the job in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). An Essential Function is a job-related task that is essential to the job. A marginal function is a job-related task that is not an essential aspect of the job. Essential Functions and Marginal Functions should have a combined total of 100%.

Description of Major Responsibilities:	Essential Functional or Marginal Function ?	(%) Percent of Time
<p>Lead operations and daily services of the Gutswurrak Student Activities Center (SAC)</p> <ul style="list-style-type: none"> <li>• Continue to follow the changes in industry standards for student centers to keep the SAC procedures current with industry standards.</li> <li>• Design and implement daily operational plans for SAC facilities, staff and services in collaboration with the Associate Director. Oversight of SAC opening, ensuring space is reset and ready for daily use.</li> <li>• Oversee operations and equipment maintenance of all SAC public spaces including but not limited to Lumberjack Lounge, Arcade, Gaming Lounge, South Lounge, West Lounge and Kate Buchanan Room (Student Lounge, Commuter Lounge and Movie Lounge), as well as oversight of University Quad and balcony areas.</li> <li>• Maintain communication and coordination with the Associate Director of SAC for recommended operational adjustments and necessary maintenance.</li> <li>• Participate in planning activities within the unit, as well as in external committees, to provide analysis and feedback for event programming and operational plans.</li> <li>• Develop and recommend changes to department policies and procedures.</li> <li>• Plan, schedule movement, and maintain SAC inventory..</li> </ul>	E	35%

**Employee Name:**

<p>Lead logistical and technical support for SAC and Cal Poly Humboldt Presents events.</p> <ul style="list-style-type: none"><li>• Analyze event logistical and technical needs for the Student Activities Center and Cal Poly Humboldt Presents events.</li><li>• Develop event plans to ensure the proper level of staffing, sound reinforcement, AV, theatrical lighting, security, and other event needs are met to the satisfaction of the contractual obligation or the parties involved. Create event schedules that include load-in/sound check times, stage set-ups, and other production requirements.</li><li>• Contact and engage outside vendors for events, including sound and lighting consultants and contractors, as deemed necessary through consultation with the SAC Associate Director for the successful implantation of the event plan.</li><li>• Determine event production staffing requirements, schedule appropriate student assistant work crews ranging in size from two to fifty people.</li><li>• Provide lead direction for work crews ranging in size from two to forty people consisting of student assistants and non-student, hourly workers, including stage technicians, to facilitate general operations, room, venue, and event set-ups.</li><li>• Create production and crew budgets for events and operations, analyze event plans to implement most cost-effective use of production funds.</li><li>• Plan and implement logistical details with the artist's representatives as necessary. Develop and provide logistical planning recommendations to artist managers and SAC Associate Director as necessary.</li><li>• Analyze events to make changes for efficiency.</li></ul>	<p>E</p>	<p>35%</p>
<p>Lead logistical and technical support for Cal Poly Humboldt Campus Wide Events</p> <ul style="list-style-type: none"><li>• Participant on the planning committees for a limited number of campus wide events such as Lumberjack Weekend, College Colors Day, etc.</li><li>• Collaborate on event plans to ensure the proper level of staffing, sound reinforcement, AV, theatrical lighting, security, and other event needs are met to the satisfaction of the contractual obligation or the parties involved. Create event schedules that include load-in/sound check times, stage set-ups, and other production requirements.</li><li>• Contact and engage outside vendors for events, including sound and lighting consultants and contractors, as deemed necessary through consultation with the committee and the SAC Associate Director for the successful implantation of the event plan.</li></ul>	<p>E</p>	<p>5%</p>

**Employee Name:**

<ul style="list-style-type: none"> <li>Determine event production staffing requirements, schedule appropriate student assistant work crews ranging in size from two to fifty people.</li> <li>Provide lead direction for work crews ranging in size from two to forty people consisting of student assistants and non-student, hourly workers, including stage technicians, to facilitate general operations, room, venue, and event set-ups.</li> <li>Create production and crew budgets for events and operations, analyze event plans to implement most cost-effective use of production funds.</li> <li>Plan and implement logistical details with the artist's representatives as necessary. Develop and provide logistical planning recommendations to artist managers, the committee and SAC Associate Director as necessary.</li> </ul>		
<p>Direct oversight of student assistants and hourly, non-student staffing.</p> <ul style="list-style-type: none"> <li>Shared responsibility for interviewing, hiring and scheduling of student assistant staff for daily SAC and Cal Poly Humboldt Presents event support. Train staff in applicable production functions and safety procedures.</li> <li>Provide lead oversight and work direction, as well as professionals development and leadership opportunities, to student assistants and intermittent hourly staff in the daily operations and services of the SAC and Cal Poly Humboldt Presents events.</li> </ul>	E	20%
OTHER DUTIES AS ASSIGNED	M	5%
<b>Total =100%</b>		100%

**SECTION IV. CHANGES IN RESPONSIBILITIES**

A. What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties were added and what did they replace?

Changes in Responsibilities:	(%) Percent of Change	Date Changed
Logistical and technical support operations for CES events were removed from this position to allow more time to be able to focus on these duties for the student union activities.	0%	Upon hire of new SAC Operations Coordinator
Direct oversight of student assistants and hourly, non-student staffing for CES was removed from this position to allow more time to focus on these duties related to student union staffing.	0%	Upon hire of new SAC Operations Coordinator

**Employee Name:**

Lead operations and daily services related to CES were moved from this position to allow more time to focus on these duties related to SAC and Cal Poly Humboldt Presents (formerly CenterArts) activities.	0%	Upon hire of new SAC Operations Coordinator
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B. *Did the new duties transfer from another employee? If so, which employee? If the added duties replace other assignments, what will happen to the duties that were removed? (List other positions affected and summarize impact, if applicable.)*

*Santiago Menjivar, SAC Operations Coordinator, has been doing the duties listed in this PD in addition to all the duties in a new proposed SAC Operations Coordinator since the SAC MBU was created in 7/2021. The SAC Operations Coordinator is being split into two positions (SAC Operations Coordinator and CES Operations Specialist) due to the increased workload, responsibilities and University needs and expectations for the CES department. All tasks related to CES will be transferred to the new CES Operations Specialist position. This will permit the SAC Operations Coordinator the bandwidth to perform and be responsible for the existing duties listed in this PD.*

**SECTION V. WORK DIRECTION OVER OTHERS**

If this position leads (or manages/supervises if MPP) other positions, then list the classifications. Indicate type of direction, whether direct (directly supervises the position and conducts performance evaluation, MPP Only) or indirect (acting in a lead capacity or assigning work).

Classification	Working Title	Type of work direction (Direct or Indirect)
Student employees	Student Assistants	Indirect
Intermittent hourly employees	Intermittent hourly leads	Indirect

**SECTION VI. POSITION REQUIREMENTS:**

<p><b>List education and years of experience required, as listed in Classification Standards. If applicable, include necessary certificates and licenses (Driver’s License).</b></p>	<p>Requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor’s degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.</p> <p>Must possess a valid California Driver’s License.</p>
<p><b>List REQUIRED skills, knowledge, and abilities required for this position. As listed in Classification Standards.</b></p>	<ul style="list-style-type: none"> <li>◆ Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.</li> <li>◆ Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.</li> <li>◆ Working knowledge of operational and fiscal analysis and techniques.</li> </ul>

Employee Name:

	<ul style="list-style-type: none"><li>◆ Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.</li><li>◆ Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.</li><li>◆ Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.</li><li>◆ Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.</li><li>◆ Ability to train others on new skills and procedures and provide lead work direction.</li><li>◆ Experience working with a diverse group of individuals.</li></ul> <p>b. As related to major responsibilities for this position:</p> <ul style="list-style-type: none"><li>◆ Ability to adapt to frequent changes in work demands and workload.</li><li>◆ Skill in working as a team member and collaborating with others to achieve required results.</li></ul>
<p><b>List PREFERRED skills, knowledge, and abilities required for this position.</b></p>	<ul style="list-style-type: none"><li>◆ General knowledge of methods and problems related to sound, lighting, and staging production areas.</li><li>◆ Working knowledge of lighting and sound equipment operations.</li><li>◆ Working knowledge of safety requirements and standards related to facility set up, AV, and stage operations.</li><li>◆ Equivalent to 2 years experience working for a theatre, entertainment venue, repertory or production company as a master electrician, lighting director or sound technician/engineer which has provided the applicant with the knowledge and abilities listed above.</li><li>◆ Ability to organize and plan work to meet schedules and deadlines.</li><li>◆ Demonstrated ability to provide attention to detail.</li><li>◆ Ability to learn and operate computer hardware and software.</li><li>◆ Demonstrated strong customer service skills.</li><li>◆ Thorough knowledge of applicable university infrastructure, policies, and procedures.</li><li>◆ Experience working with college students in a university or college environment</li><li>◆ Ability and willingness to work a flex schedule that requires frequent evenings and weekends, including frequent shifts that last 10 to 14 hours long.</li></ul>

**SECTION VII. Background Check, Credit Check, and Sensitive Information:**

1. **Background Check:** *A background check must be satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background*

**Employee Name:**

check consists of the following: Employment and education verification, reference checks, and checks of the following systems and databases: National Social Security number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, and National Sex Offender Registry.

2. **Credit Check:** Credit checks will only be performed for new hires or current employees who are voluntarily reassigned or reclassified into a position that requires a credit check. To determine if this position requires a credit check, please consult with Classification & Compensation Services and reference the [CSU Background Check Policy](#) located at: <https://cyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

<b>Does this position require a credit check?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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3. **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](#) located at: <https://cyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>, complete Attachment B.

<b>Does this position meet the criteria for a sensitive position?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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**SECTION VIII. SIGNATURES**

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

Employee's Signature & Date

Supervisor's or Lead's Signature & Date  
Wendy Sotomayor, Executive Director, SAC

Dean's or Chief Administrator's Signature & Date  
Dr. Mitch Mitchell, AVP of Enrollment Management & Student Success/Dean of Students

Employee Name:

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



Employee Name:

**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 located at:

<https://cyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

<b>Consideration for designation as a sensitive position per HR Technical Letter 2017-17</b>		
1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?	<input type="checkbox"/> Yes <input checked="" 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 authority to commit financial resources of the university through contracts greater than \$10,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
3. Does this position have access to, or control over, cash, checks, credit cards, and/or credit card account information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4. Does this position have responsibility or access/possession of building master or sub-master keys for building access?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
5. Does this position have access to controlled or hazardous substances?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
6. 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
7. Does this position have control over campus business processes, either through functional roles or system security access?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
8. Does this position have responsibilities that require the employee to possess a license, degree, credential or other certification to meet minimum job qualifications and/or to qualify for continued employment in an occupation or position?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>List professional licensing, certification, and/or credential verification required:</b>
9. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Motor Vehicle Records/Licensing Check is required
<b>If you answered yes to any of the questions above, this position shall be deemed a sensitive position which may require additional background components.</b>		

**Employee Name:**

**Attachment C**

Complete for MPP Positions Only

**Mental Effort:**

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

"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	
<b>Planning</b>		<b>Performance Evaluations</b>	
	Forecast		Determine Performance Standards
	Set Program Goals		Authorize/Approve Awards
	Determine Budget Allocations		Prepare Performance Evaluations
	Establish, Implement, Revise Policies		Observe/Follow-Up daily
			Correct Work/Behavior Problems
<b>Organization</b>		<b>Employee Relations</b>	
	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		
<b>Direction/Leadership/Supervision</b>		<b>Other</b>	
	Educate		
	Delegate		
	Coordinate		
	Coach/Train/Develop		
	Recommend Formal Training		
	Motivate		
	Instruct/Demonstrate		
	Schedule Staff/Readjust Schedule		
<b>Staffing</b>			
	Define Roles		
	Give Input to Position Descriptions		
	Determine Selection Criteria		
	Recruit/Interview/Select		
	Orient Staff		