

STAFF Position Description

Instructions: Complete 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 (hrclass-comp@csun.edu), 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 Fill a Vacant position (Must initiate through online recruitment)
 Initiate a Classification Review for a filled position

Requestor: <input checked="" type="checkbox"/> Employee OR <input type="checkbox"/> MPP Administrator	Name: Flavia S. Fleischer
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- 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

Name of current incumbent: (if filled)		Employee ID #:	
Or if vacant, name of previous incumbent:			
Classification Title: Hourly Interpreter / Realtime Captioner / Computer-Aided Transcriber		Job Code: 7193	Grade: 0
		Position #: 99742876	
Working Title: (optional) Intermittent/Hourly Interpreter		FLSA Status: Non-Exempt (See link to CSU FLSA/Job Code List)	
Department ID: 10121	Department Name: Deaf Studies		Time Base: Intermittent/Hourly
Lead (Staff lead, if applicable) Name:	Classification Title:	Working Title:	
MPP Administrator/Department Chair (Reports To) Name: Flavia S. Fleischer	Working Title: Department Chair		

Please attach an org chart, if requesting a reorganization (current and proposed) (See link to [Campus Org Chart](#))

Is this a sensitive position as designated by the CSU? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (See link to Sensitive Positions Table)
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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.

Facilitates the integration of deaf/hard-of-hearing professionals in the classroom and other instructional settings by interpreting the spoken or signed communication (English – American Sign Language); employs voice-to-sign and sign-to-voice interpretation to assist deaf professionals and their colleagues to participate fully in academic, staff, and other related functions. Provides high level interpreting services in complex situations such as advanced level classes, meetings, discussions, seminars, conferences, and/or a variety of platform settings. Services may involve highly technical or specialized subject matter that require higher levels of skill and more advanced and fluent interpreting techniques.
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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).

Description of Duties	% of Time Total = 100	Essential (Minimum 15%)
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Interpreting in academic classes representing various levels requiring significant and rapid interaction using highly technical or specialized subject matter, concepts, theory, and vocabulary.	70%	<input checked="" type="checkbox"/>
Interpreting in a variety of department, college, and university-level meetings that are critical to the life and development of the department; services may involve advanced and/or complex topics requiring significant sign-to-voice and voice-to-sign interpretation.	15%	<input checked="" type="checkbox"/>
Interpreting in more complex situations such as conferences, workshops, seminars, theatrical, and/or other platform settings where multiple consumers, including students, faculty and staff, are served simultaneously.	5%	<input type="checkbox"/>
Other duties may include mentoring of other interpreters and providing training at employee in-service programs.	5%	<input type="checkbox"/>
Performs other duties as assigned.	5%	<input type="checkbox"/>

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.

PHYSICAL DEMANDS	Greater than 50%	Less than 50%	N/A		Greater than 50%	Less than 50%	N/A		
1. Key Boarding and Mousing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Lifting or Carrying					
2. Repetitive Motion of upper extremities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		A. Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		13. Pushing or Pulling				
7. Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			A. Up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Bending (from waist or neck)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			B. Up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Climbing (Ladders, stairs or stools)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			C. Up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Stooping, Kneeling, or Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

ENVIRONMENTAL CONDITIONS	Greater than 50%	Less than 50%	N/A
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.

F. Equipment

List any special software and machines, tools, and equipment used on a regular basis.

Type	Purpose and Desired Results
Example A1) Lawn Mower Example B1) Microsoft Word	Example A2) Mowing grass Example B2) Create or update documents

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](#), a justification must be provided in description. *Any CSU/CSUN "Required" training will be provided after starting the appointment.

	Required	Preferred	N/A
*CSU Sexual Harassment Prevention / Title IX / Data Security Training (Required for ALL employees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*CSUN Procurement Card (P-Card) Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*CSUN Defensive Driver Training and Powered Cart/Low Speed Vehicle Safety Training (if appl)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(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.

Knowledge of the process of interpretation; American Sign Language (ASL) and/or an English sign system as required by the consumer(s) or the assignment; the methods and techniques used in communicating with Deaf and hard-of-hearing consumers; understanding of the Registry of Interpreters for the Deaf (RID) code of professional conduct; the vocabulary used in the courses to which the interpreter is assigned; and a demonstrated knowledge of Deaf Culture. Must have native-like or native competency with English and ASL, and use ASL, signed English, and/or another manual sign system to effectively generate language; interpret and transliterate between both ASL and sign systems and spoken English at a speed required by the assignment which may involve a variety of settings such as a classroom, conference, and/or one-on-one meeting, and work with consumers from diverse backgrounds. Must have any combination of formal training and relevant documented interpreting experience that demonstrates assurance of the skills appropriate for the level of the assignment. Such combination of experience and training should be equivalent to those prescribed in one of the following required certifications: RID (CI or CT), NAD (Levels 4-5 only), and NIC (Certified, Advanced, or Master). Wide acquaintance with academic higher education through attendance at or graduation from a four-year college or university is desired. In addition, two years of relevant documented interpreting experience in a variety of settings is desired.

H. Lead or Oversight of Other Positions Yes 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.):

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

I. Changes in Position

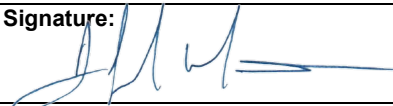
Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.

J. Signatures (Print, sign and date below)

EMPLOYEE (Acknowledgement of reading and receiving a copy of this job description)

Employee:	Signature:	Date:	Extension:

LEADS / MPP ADMINISTRATORS (Acknowledgement that the information is accurate)

Non-MPP Lead: (if applicable)	Signature:	Date:	Extension:
1 st level MPP Administrator/Dept. Chair: (required)	Signature:	Date:	Extension:
2 nd level MPP Administrator: (if applicable) Alfred Moreno	Signature: 	Date: 10/5/2023	Extension: 4967

3rd level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension:
4th level MPP Administrator: <i>(if applicable)</i>	Signature:	Date:	Extension: